

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

January 27, 1964

PLANT AND OPERATIONS MEMORANDUM NO. 79

New Form AD-371, Fog Index Readability Appraisal

1. NEW FORM. A new Form AD-371, Fog Index Readability Appraisal, is now stocked in Central Supply Section. A sample of the form is attached.
2. USES OF THE FORM. The form is designed primarily for use in writing improvement workshops. However, it may have general usefulness in promoting readability in writing. Editorial and review staffs may find it helpful in working with writers and in controlling the readability of issuances. It can be used on any kind of administrative writing, such as directives, letters, reports, or the narrative text of forms.
3. MEASURING READABILITY. Writing Improvement Workshops stress writing that is easy to read. However, individual judgments vary as to when a given piece of writing is easy or hard to read. The Fog Index formula, as shown on Form AD-371 and used in the Workshops, provides a common yardstick for measuring readability. It does not tell a writer what to do; it merely indicates when readability needs to be improved. The Fog Index for this Memorandum is 12.
4. INSTRUCTIONS. Form AD-371 is self-explanatory. However, agencies using the form should issue instructions for its use. Inquiries about the above may be directed to the Records Management Division, Office of Plant and Operations, Room 108-W, Extension 7231.

Attachment

J. O. Mangham

s/s

FORMS

PLANT AND OPERATIONS MEMORANDUM NO.

New York AD-17, Fog Index Readability Appraisal

1. NEW FORM. A new Form AD-371, Fog Index Readability Appraisal, is now located in Central Supply Section. A sample of the form is attached.

2. USE OF THE FORM. The form is designed primarily for use in writing improvement workshops. However, it may have general usefulness in promoting readability in writing. Editorial and review staffs may find it helpful in working with writers and in controlling the readability of issues. It can be used on any kind of administrative writing, such as directives, letters, reports, or the narrative part of forms.

3. MEASURING READABILITY. Writing Improvement Workshops stress writing that is easy to read. However, individual judgments vary as to when a given piece of writing is easy or hard to read. The Fog Index formula, as shown on Form AD-371 and used in the Workshops, provides a common yardstick for measuring readability. It does not tell a writer what to do; it merely indicates when readability needs to be improved. The Fog Index for this Memorandum is 12.

4. THE INSTRUCTIONS. Form AD-371 is self-explanatory. However, agencies using the form should issue instructions for its use. Inquiries about the above may be directed to the Records Management Division, Office of Plant and Operations, Room 100-W, Extension 7231.

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

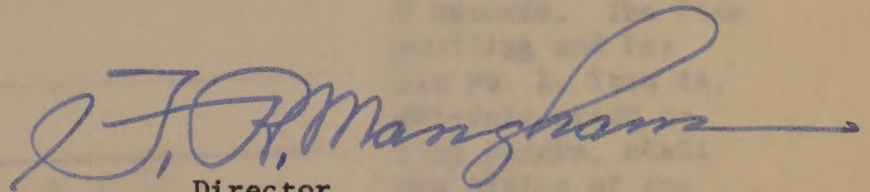
OFFICE OF PLANT AND OPERATIONS

May 12, 1964

PLANT AND OPERATIONS MEMORANDUM NO. 79, SUPPLEMENT 1

Revised Form AD-371, Fog Index Readability Appraisal

1. REVISION OF FORM. Form AD-371 has been revised and stocked in Central Supply Section. It should be used in place of previous versions.
2. PERMISSION TO USE. The Department of Agriculture has received written permission to use Form AD-371, from Robert Gunning copyright holder of the "Fog Index." The Department's Fog Index Readability Appraisal is an adaptation of Gunning's Fog Index formula from "The Technique of Clear Writing," McGraw-Hill Book Co., Inc.
3. USE OF COPYRIGHTED MATERIAL. USDA Administrative Regulations (3 AR 141) state: "Before copyrighted materials are used, the originating agency shall obtain permission from the copyright owner, and a copyright credit line or symbol shall be published in connection with such material." These requirements must be fully observed in using Form AD-371 or any other version of the Fog Index.



Director

Attachment: Revised AD-371, dated 4-64

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

MAY 12 1964

PLANT AND OPERATIONS MEMORANDUM NO. 79, SUPPLEMENT 1

Revised Form AD-371, Fog Index Readability Appraisal

1. REVISION OF FORM. Form AD-371 has been revised and stocked in Central Supply Section. It should be used in place of previous versions.
2. PERMISSION TO USE. The Department of Agriculture has received written permission to use Form AD-371, from Robert Gunning copyright holder of the "Fog Index." The Department's Fog Index Readability Appraisal is an adaptation of Gunning's Fog Index formula from "The Technique of Clear Writing," McGraw-Hill Book Co., Inc.
3. USE OF COPYRIGHTED MATERIAL. USDA Administrative Regulations (3 AR 141) state: "Before copyrighted materials are used, the originating agency shall obtain permission from the copyright owner, and a copyright credit line or symbol shall be published in connection with such material." These requirements must be fully observed in using Form AD-371 or any other version of the Fog Index.

Director

Attachment: Revised AD-371, dated 4-64

FOG INDEX

Readability Appraisal

Item: _____

Text Scored: _____

1. NUMBER OF WORDS _____

(Do not count words in headings unless continuous with text.
Treat as one word: hyphenated words, numbers, abbreviations,
and other symbols.)

2. NUMBER OF SENTENCES _____

(Count units which end in a period or question mark. In vertical
listings, count the introduction and each item as a separate sen-
tence, regardless of punctuation used.)

3. AVERAGE NUMBER OF WORDS PER SENTENCE _____

(Item 1 divided by item 2.)

4. NUMBER OF HARD WORDS _____

(Treat as hard words all words of 3 or more syllables, abbre-
viations and symbols. Do not count capitalized words, unless
symbolized or abbreviated.)

5. PERCENT OF HARD WORDS _____%

(Item 4 divided by item 1.)

6. SUM OF WORD AVERAGE AND HARD WORD PERCENT _____

(Item 3 plus item 5.)

7. FOG INDEX _____

(Item 6 multiplied by 0.4.)

The FOG INDEX measures readability of a given text in terms of
years of schooling needed to read it with ease. A Fog Index of
12 is a desired standard for Government administrative writing.

COMMENTS

DATE

REVIEWER

HOW TO USE THIS FORM:

- (a) "ITEM" – Insert the name or title of the document being appraised, such as a directive, a letter, or a report.
- (b) "TEXT SCORED" – Insert a description of the exact unit of text chosen, such as a paragraph, a page, or other unit. Choose a sample of text with at least 100 words for long documents. Analyze short documents (*one-half page or less*) completely.
- (c) Follow the seven steps listed on the front of the form. Record the product of each step, including the Fog Index.
- (d) "COMMENTS," "DATE," and "REVIEWER" – Complete and use the Readability Appraisal as desired or as your agency directs.

HOW TO LOWER THE FOG INDEX:

- (a) Use simple words.
- (b) Write in the active voice.
- (c) Write short sentences.
- (d) Limit sentences to one thought.
- (e) Cut useless words and information.

The Fog Index does not tell how to simplify writing; it merely signals when it is needed. Do not seek a low Fog Index at the expense of soundness and clarity. Get the lowest Index you can, consistent with your writing goal.

This form is based on Robert Gunning's Fog Index Formula, from "The Technique of Clear Writing," McGraw-Hill Book Co., Inc.

FOG INDEX
Readability Appraisal

Item: _____

Text Scored: _____

1. NUMBER OF WORDS _____

(Do not count words in headings unless continuous with text. Treat as one word: hyphenated words, numbers, abbreviations, and other symbols.)

2. NUMBER OF SENTENCES _____

(Count units which end in a period or question mark. In vertical listings, count the introduction and each item as a separate sentence, regardless of punctuation used.)

3. AVERAGE NUMBER OF WORDS PER SENTENCE _____

(Item 1 divided by item 2.)

4. NUMBER OF HARD WORDS _____

(Treat as hard words all words of 3 or more syllables, abbreviations and symbols. Do not count capitalized words, unless symbolized or abbreviated.)

5. PERCENT OF HARD WORDS _____ %

(Item 4 divided by item 1.)

6. SUM OF WORD AVERAGE AND HARD WORD PERCENT _____

(Item 3 plus item 5.)

7. FOG INDEX _____

(Item 6 multiplied by 0.4.)

The FOG INDEX measures readability of a given text in terms of years of schooling needed to read it with ease. A Fog Index of 12 is a desired standard for Government administrative writing.

COMMENTS _____

DATE _____ REVIEWER _____

HOW TO USE THIS FORM:

- (a) "ITEM" – Insert the name or title of the document being appraised, such as a directive, a letter, or a report.
- (b) "TEXT SCORED" – Insert a description of the exact unit of text chosen, such as a paragraph, a page, or other unit. Choose a sample of text with at least 100 words for long documents. Analyze short documents (*one-half page or less*) completely.
- (c) Follow the seven steps listed on the front of the form. Record the product of each step, including the Fog Index.
- (d) "COMMENTS," "DATE," and "REVIEWER" – Complete and use the Readability Appraisal as desired or as your agency directs.

HOW TO LOWER THE FOG INDEX:

- (a) Use simple words.
- (b) Write in the active voice.
- (c) Write short sentences.
- (d) Limit sentences to one thought.
- (e) Cut useless words and information.

The Fog Index does not tell how to simplify writing; it merely signals when it is needed. Do not seek a low Fog Index at the expense of soundness and clarity. Get the lowest Index you can, consistent with your writing goal.

This form is based on Robert Gunning's Fog Index Formula, from "The Technique of Clear Writing," McGraw-Hill Book Co., Inc.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 10, 1964

PLANT AND OPERATIONS MEMORANDUM NO. 80

Agency Retention Of Records Supporting MODE
Time And Attendance Reports

1. PURPOSE. Under the MODE payroll system, agency timekeepers retain a copy of each Time and Attendance report. They also keep the originals of leave applications and supporting papers. These records do not go forward to the Management Data Service Center in New Orleans. This memorandum establishes retention periods for leave applications and supporting papers retained by agencies. It does not apply to records maintained by the Management Data Service Center. The records involved include the following:

Standard Form 71, Application For Leave
Orders for military duty
Orders for jury duty
Orders to appear as a witness in court
Expressions of preference for compensatory time or payment for overtime
Other orders which regulations may require relating to an employee's time and attendance

2. ESTABLISHED RETENTION PERIODS. The National Archives and Records Service has published, with the approval of the Congress, a records retention and disposal plan for Payroll records. The Plan is known as General Records Schedule No. 2, Payrolling and Pay Administration Records. General Records Schedule No. 2, Item 8A, provides that applications for leave taken immediately prior to an employee's separation, together with supporting papers, shall be retained for ten years. By agreement with the Office of the Inspector General, this Office has adopted a three-year retention period for all other applications for leave, together with their supporting papers. The three-year retention period runs from the end of the fiscal year in which the leave applications and supporting papers originate.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

PLANT AND OPERATIONS MEMORANDUM NO. 1

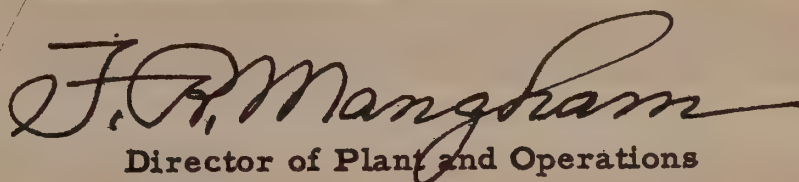
Agency Retention Of Records Supporting MODE
Time And Attendance Reports

1. PURPOSE. Under the MODE payroll system, agency timekeepers retain a copy of each Time and Attendance report. They also keep the originals of leave applications and supporting papers. These records do not go forward to the Management Data Service Center in New Orleans. This memorandum establishes retention periods for leave applications and supporting papers retained by agencies. It does not apply to records maintained by the Management Data Service Center. The records involved include the following:

Standard Form VI, Application For Leave
Orders for military duty
Orders for jury duty
Orders to appear as a witness in court
Expressions of preference for compensatory time or payment for overtime
Other orders which regulations may require relating to an employee's time and attendance

2. ESTABLISHED RETENTION PERIODS. The National Archives and Records Service has published, with the approval of the Congress, a records retention and disposal plan for payroll records. The plan is known as General Records Schedule No. 2, Payrolling and Pay Administration Records. General Records Schedule No. 2, Item 8A, provides that applications for leave taken immediately prior to an employee's separation, together with supporting papers, shall be retained for ten years. By agreement with the Office of the Inspector General, this Office has adopted a three-year retention period for all other applications for leave, together with their supporting papers. The three-year retention period runs from the end of the fiscal year in which the leave applications and supporting papers originate.

3. METHOD OF FILING. For employees paid under the MODE system, we recommend that timekeepers staple applications for leave and supporting papers to the time and attendance report for the employee concerned. The final time and attendance report, together with its supporting papers, for an employee who separates, should be filed separately because of its ten-year retention period.
4. CODIFICATION AND INQUIRIES. This Memorandum will be codified in Title 4, Administrative Regulations. Persons having further questions should direct them to the Records Management Division, Extension 7231.


Director of Plant and Operations

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

August 12, 1964

PLANT AND OPERATIONS MEMORANDUM NO. 81

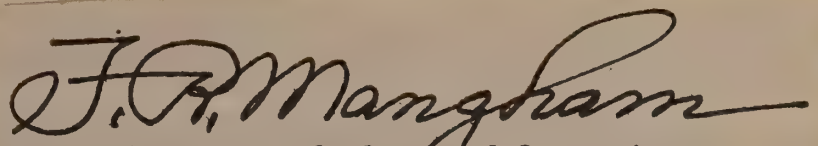
Inspection Service For Microfilm

1. REIMBURSABLE INSPECTION SERVICE. Plant and Operations Memorandum to Heads of Agencies, dated May 15, 1964, announced that the General Services Administration had begun an inspection service for detecting aging blemishes of microfilm. This inspection service to date has been free, but in the future it will cost \$1 per roll.
2. WHERE TO SEND MICROFILM. An agency wishing to have its microfilm inspected should send it to:

Manager, Federal Records Center
Cameron and Union Streets
Alexandria, Virginia

Each roll to be inspected must be accompanied by two copies of Form GSA-1990a, Microfilm Blemish Inspection Worksheet. In addition, each group (or stratum) of rolls to be inspected must be accompanied by two copies of Form GSA-1990, Report on Microfilm Blemishes. Groups or strata of rolls are distinguished from one another by differences which are significant photographically, such as date of processing, place of processing, storage conditions, film size, and film make.

3. REPORTING OF INSPECTION RESULTS. The Federal Records Center will return the film and a copy of each completed report form (GSA-1990 and GSA-1990a) directly to the customer agency. The other copy of the two report forms will be sent to the National Bureau of Standards for use in its research study of microfilm aging blemishes.
4. BLANK FORMS AND INFORMATION. Supplies of the forms and information on the inspection program may be obtained from the Records Management Division, extension 7231.


Director of Plant and Operations

Specification 4

...on April 15, 1964, announced that the general
...This inspection service is being
...in the future of the ...

...to be inspected must be accompanied by two copies of form
...In addition, each
...to be inspected must be accompanied by
...Report on Microfilm Blank Sheet. Groups
...are distinguished from one another by differences
...

...the film and a copy of each completed report form (Form
...to the customer agency. The other copy of
...the two report forms will be sent to the ...
...study of microfilm aging phenomena.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

October 1, 1964

PLANT AND OPERATIONS MEMORANDUM NO. 83

Use of Window Envelopes

1. Window Envelopes are Economical. Because they save typing time and labor, window envelopes are cheaper to use than ordinary envelopes for letter mail. A window envelope eliminates the need to type the address twice - once on the letter, and again on the envelope. It halves the chance of error in address, when one typing is eliminated. A window envelope prevents putting a letter in the wrong envelope. Despite these advantages, Department mailers are making far too little use of window envelopes. This Office believes that agencies would be wise to make greater use of window envelopes for mailing letters and printed forms.
2. User Attitudes. The U. S. Government Correspondence Manual recommends that window envelopes be used whenever possible. But they have not received the use they should. One reason for this is the belief that window envelopes are objected to by some addressees, particularly those in high places. This idea has been discarded by progressive business firms and Federal agencies because it is not logical. Another reason for non-use of window envelopes is that typists do not know where to place the address on a letter so that it will align with the window in the envelope. Overcoming these two objections is essential to increasing the use of window envelopes.
3. What Supervisors Can Do. Supervisors can point out to typists that using window envelopes reduces the amount of their typing. They can explain that highly placed officials and business leaders seldom see the envelopes in which their mail is transported. Even if they did, few of them would object to receiving their letters in window envelopes. Supervisors can also provide typists with letterheads that are marked to show where to start typing the address and where to fold the letter so that it will align with the window envelope. Agency Forms Management units and the Records Management Division of this Office can advise on the printing requirements for such letterheads.

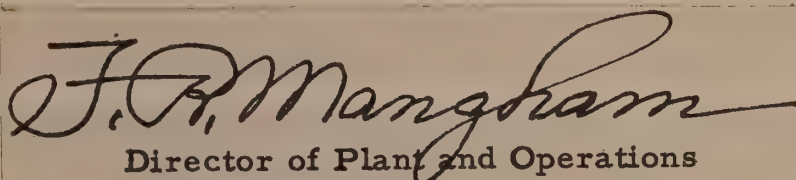
... window envelopes are attached to the front of the letter. A window envelope eliminates the need to type the address twice - once on the letter, and again on the envelope. It halves the chance of error in address, which one typing is eliminated. A window envelope prevents putting a letter in the wrong envelope.

... window envelopes are used whenever possible. But they have not replaced the use they could. They are not as strong as the old style.

... know where to place the address on a letter so that it will slip into the window in the envelope. It is not as simple as it seems.

... as can be seen from the above, window envelopes are not as simple as they seem. They can be used in many ways. They can be used to place the address on the letter, and they can be used to place the address on the envelope. They can be used to place the address on the letter, and they can be used to place the address on the envelope. They can be used to place the address on the letter, and they can be used to place the address on the envelope.

4. Window Envelopes in Stock. The Central Supply Section stocks a number of window envelopes for general use. The same reasons which favor the use of window envelopes for correspondence apply equally well to their use for mailing printed forms.
5. Postal Regulations Simple. Requirements of the Post Office Department regarding use of window envelopes are few. They are as follows:
 - (a) The address window must be parallel with the length of the envelope.
 - (b) The proper place for the address window is in the lower portion of the address side.
 - (c) Nothing but the name, address, and any key number used by the mailer may appear through the address window.
6. Further Information. For more information on using window envelopes, see pages 20-24 of the "Forms Design" handbook, published by the National Archives and Records Service. This handbook is stocked by the Federal Supply Centers of the General Services Administration. Questions concerning this memorandum should be directed to the Records Management Division, Extension 7231.


Director of Plant and Operations

was in 1907. The General Supply Section advised a
who might be for general use. The same reasons which
of window envelopes for covers and are apply equally
for the window envelopes for covers and are apply equally

and design. Requirements of the General Supply
of window envelopes are few. They are as follows:

- (1) The address window must be provided with the proper
flap.
- (2) The proper place for the address window is in the
lower portion of the address side.
- (3) Nothing but the name, address, and any key number
used by the mailer may appear through the address
window.

Further Information. For more information on using window envelopes,
see the General Supply Section, published by the
Post Office and Revenue Service. This pamphlet is known as
and applies to the General Supply Section.
concerning this pamphlet should be directed to the General
Supply Section.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

OCT 21 1964

PLANT AND OPERATIONS MEMORANDUM NO. 84

Use of Teletypewriter Ticket Receivers
Airline Passenger Transportation

General Services Administration Circular 306, Supplement 2, dated September 25, 1964, in addition to reassigning certain teleticketing program responsibilities established a reporting requirement under Contract No. GS-OOT-101 (TE) Teletype Teleticketing Service.

To assist G.S.A. in developing and maintaining a current master list of teleticketing installations under this contract, Agencies of the Department are requested to furnish this Office, not later than December 1, 1964, the following information on teleticketing facilities:

1. Location of equipment and commencing date of operation.
2. Where facilities are used on a "common use" basis, name participating agencies.
3. Effective date of any contract termination.

Procedures should be set up in each agency whereby this Office will be advised of any subsequent new installation or termination of teleticketing facilities.

Any questions regarding this memorandum may be directed to Mr. G. E. Webster, Extension 6867.

Harley W. White
Acting Director

TELECOMMUNICATIONS 3

1. The first part of the report is a general
description of the project and its objectives.
It includes a brief history of the project and
a statement of the purpose of the study.

2. The second part of the report is a detailed
description of the methodology used in the study.
It includes a description of the data sources,
the methods of data collection, and the methods
of data analysis.

3. The third part of the report is a description
of the results of the study.

4. The fourth part of the report is a discussion
of the results and their implications.

5. The fifth part of the report is a conclusion.

6. The sixth part of the report is a list of
references.

7. The seventh part of the report is an appendix.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

December 8, 1964

PLANT AND OPERATIONS MEMORANDUM NO. 85

Report On Records Holdings, June 30, 1964

1. Five Percent Increase In Records On Hand. The attached chart shows a comparison of the volume of the Department's records holdings as of June 30, 1964 with that of the same date in 1954. The 1954 date was selected because it is the earliest one for which a fairly reliable records inventory figure is available. In 1954 there were 888,958 cubic feet of records in Department-held space, such as offices and laboratories. In 1964 this figure had changed to 933,979 cubic feet, an increase of only 5 percent. Such a small increase in records on hand shows a commendable performance in paperwork management by Department personnel.
2. Significance Of Increase In Records On Hand. Seven and one-half cubic feet of records will fill up one five-drawer, lettersize filing cabinet, worth about \$50. One filing cabinet will occupy five square feet of office space, valued at an average of \$3.27 per square foot. The volume of records kept in current file rooms and offices of the Department on June 30, 1964 was greater by 29,222 cubic feet than that reported on June 30, 1956, when this kind of information was first gathered. This increase was enough to fill up 3,896 file cabinets worth \$194,800 and enough to occupy 19,480 square feet of floor space worth \$63,699 per year. It follows that a growing volume of records does have an impact on agency budgets. Therefore, it merits the attention of agency management.
3. Increased Use Of Federal Records Centers. In 1954 the Department was storing 8 percent (79,418 cubic feet) of its total records holdings in Federal Records Centers. In 1964, 19 percent (224,499 cubic feet) of the Department's total records holdings were stored in Federal Records Centers. Better use of the Records Centers has helped to hold down the increase in the quantity of records on hand in the Department. Expanding use of Federal Records Centers is in line with

THEORY OF THE EARTH'S CRUST

The theory of the earth's crust is a branch of geology which deals with the structure and composition of the upper part of the earth. It is concerned with the processes which have shaped the crust and the forces which are still at work.

The crust is the uppermost layer of the earth, and it is composed of a variety of rocks. These rocks are formed by the cooling and solidification of molten material, or by the transformation of pre-existing rocks.

The theory of the earth's crust is concerned with the processes which have shaped the crust and the forces which are still at work. It is a branch of geology which deals with the structure and composition of the upper part of the earth. The crust is the uppermost layer of the earth, and it is composed of a variety of rocks. These rocks are formed by the cooling and solidification of molten material, or by the transformation of pre-existing rocks.

The theory of the earth's crust is concerned with the processes which have shaped the crust and the forces which are still at work. It is a branch of geology which deals with the structure and composition of the upper part of the earth. The crust is the uppermost layer of the earth, and it is composed of a variety of rocks. These rocks are formed by the cooling and solidification of molten material, or by the transformation of pre-existing rocks.

a recommendation of the Paperwork Management Task Force, Second Hoover Commission, 1955. That Task Force recommended that half of the Government's records should be stored in records-center type space.

4. Total Records Holdings Increase By 20 Percent. The total records holdings of the Department are the sum of the volume of records held in Department space, plus the volume of Department records stored in the Federal Records Centers. The total records holdings in 1954 were 968,376 cubic feet. In 1964 this volume had become 1,158,478 cubic feet, an increase of 20 percent. A 20 percent increase in total records holdings is a sizable increase, and cannot be lightly dismissed. It points to a need in the Department for a more effective effort in records disposition. Yet, it is safe to say that the 20 percent increase in total records holdings would have been greater, except for the efforts of agency paperwork managers. Agency programs for managing forms, directives, reports, correspondence and records disposition have kept the rate of records growth within reasonable bounds.
5. Numbers Of Employees And Net Budget Expenditures. The chart shows that the number of full-time employees has changed from 62,878 on June 30, 1954 to 92,970 on June 30, 1964. This comes to a 48 percent increase. For the same ten-year period, the amount of net budget expenditures went from \$2,917,100,000 to \$7,926,300,000, a gain of 172 percent. Unless a detailed study were made, it would be impossible to show a direct relationship between the volume of total records holdings and either the number of employees or net budget expenditures. But it is certain that increases in some Department programs have brought about increases in the paperwork used to carry out those programs. Including numbers of full-time employees and net budget expenditures on the chart provides background information that helps to place the increase in total records holdings in proper perspective.
6. Average Record Lasts Nine Years. Estimates made in this Office show that the average record in the Department has a lifetime of nearly nine years. This is four years longer than an estimate made for Government records as a whole. According to the National Archives and Records Service, 70 to 80 percent of the Government's records have a life span of five years or less. If the agencies of this Department were to adopt a six-year lifetime (or retention period) for 70 percent of their records, further increases in total records holdings would be eliminated. Within five years, total records holdings would fall below the 1954 level, 968,376 cubic feet.

7. What The Department Can Do About It. To achieve a three-year reduction in the average life span of 70 percent of the Department's records would not require the adoption of new techniques or the launching of a crash program. But it would require the careful application of three existing procedures that are well-known to paperwork managers. These procedures are shown below:

- (a) Evaluate the records retention plans. Each agency should review its records retention and disposal plans in the light of present-day needs.

Are the permanent-value records really worth keeping forever?

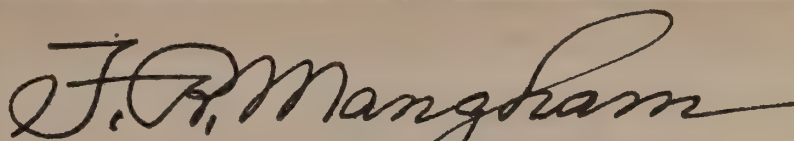
Is the retention period for each class of non-permanent records justifiable at the present time?

Are all of the records of the agency covered by approved records retention and disposal plans (schedules)?

The answers to these questions will tell whether changes should be made in the records retention and disposal plans to bring them up to date.

- (b) Check compliance with records disposal plans. Each agency should check on whether its offices and other units are actually abiding by the terms of the agency records retention and disposal schedules. The review for compliance with agency records disposal plans is an important procedure, because people tend to put off disposing of records. Approved retention periods mean little when they are not being followed.

- (c) Use Federal Records Centers. The National Archives and Records Service recommends that records which are referred to not more than once per month per file drawer should be transferred to a Federal Records Center, provided that transportation cost does not wipe out expected space savings. Experience shows that most records over four years old will be referred to less than once a month per file drawer. Agency paperwork managers know that it costs less to store records in the warehouse-type space of a Federal Records Center than it does to keep them in good office space and filing equipment.


Director of Plant and Operations

UNITED STATES DEPARTMENT OF AGRICULTURE

Comparison Of Records Holdings, Employee Numbers, And Net Budget Expenditures 1954 - 1964

Item	June 30, 1954	June 30, 1964	Amount of Increase	Percent of Increase (+)
A. Records on hand in Department space (In cubic feet)	888,958	933,979	45,021	+5
B. USDA Records In Federal Records Centers (In cubic feet)	79,418	224,499	145,081	+183
C. Total Records Holdings (A+B, in cubic feet)	968,376	1,158,478	190,102	+20
D. Percentage of records in Federal Records Centers when compared to total records holdings (C)	8	19	11	+138
E. Number of full time employees	62,878	92,970	30,092	+48
F. Net Budget Expenditures	\$2,917,100,000	\$7,926,300,000	\$5,009,200,000	+172



8. Additional Information. The General Services Administration has issued two handbooks which contain much useful information for agency personnel. One is entitled "Federal Records Centers" and the other is called "Applying Records Schedules." Both handbooks are in stock at the Federal Supply Centers. Any questions concerning this Memorandum should be directed to the Records Management Division of this Office, Extension 7231.

Attachment

C

C

...the ... of ...
...the ... of ...
...the ... of ...
...the ... of ...
...the ... of ...

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

December 22, 1964

PLANT AND OPERATIONS MEMORANDUM NO. 86

Servicing of Office Machines

Attached is a table which shows the cost to service office machines during the 1964 Fiscal Year. The list includes about 95 percent of all such machines in the Department. The data show whether service was done under contract or on a per-call basis, and relative costs.

It is significant to note that only 16 percent of the total machines were serviced under contracts, yet they accounted for 59 percent of the total dollars spent. Had these machines been serviced on a per-call basis, assuming an average cost no greater than that for other machines so serviced, savings of over \$237,000 would have resulted.

There are many "pros" and "cons" on the value of service contracts. However, this is the first time to our knowledge that any Government agency has collected data on which to judge the merits of such contracts. The weight of evidence now available clearly shows that the use of service contracts generally is more costly than service on a per-call basis. However, in some few cases, such as heavy use or machine complexity, use of service contracts may be justified.

Agencies are requested to take the following action:

1. Cancel all outstanding purchase orders issued under service contracts, effective as soon as possible and in no event later than March 31, 1965, except as continuance may be authorized in accordance with 2 below.
2. Where it is believed that continuance of contract service is necessary, submit to the Office of Plant and Operations, by March 15, 1965, detailed justification for continuance. The justification shall show where discontinuance of contract service would be more costly, or impair authorized programs.

Personal Property 2

...the ... of ...
...the ... of ...
...the ... of ...
...the ... of ...

...the ... of ...
...the ... of ...
...the ... of ...
...the ... of ...

...the ... of ...
...the ... of ...
...the ... of ...
...the ... of ...

...the ... of ...

...the ... of ...
...the ... of ...
...the ... of ...
...the ... of ...

...the ... of ...
...the ... of ...
...the ... of ...
...the ... of ...

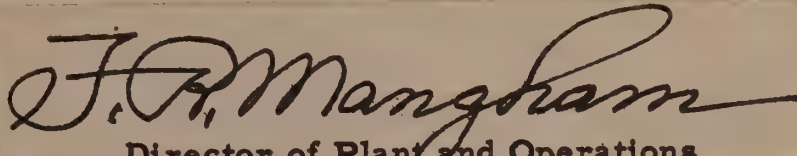
3. Submit to the Office of Plant and Operations by July 15, 1965, based on records to be maintained for that purpose, a statement showing:

- (a) Total dollar amount spent for service on a per-call basis for the machines covered by canceled purchase orders from the date of cancellation to June 30, 1965;
- (b) Total dollar amount that would have been spent for service from the date of cancellation to June 30, 1965, under canceled purchase orders.

Policy on the use of service contracts for maintenance of office machines will be codified in Department Regulations.

Questions on this matter may be referred to the Office of Plant and Operations, Extension 4581.

Attachment


Director of Plant and Operations

Use of Service Contracts vs. Service on a Per-Call Basis
Fiscal Year 1964

Machine Category	Machine Inventory			Total Service Cost			Average Cost		Savings Had All Work Been on Per-Call Basis
	Under Contract	Not Under Contract	Total	Under Contract	Not Under Contract	Total	Under Contract	Not Under Contract	
Electric Typewriters	2,936	4,552	7,488	\$ 95,276	\$ 56,270	\$151,546	\$32.45	\$12.36	\$ 58,984
Manual Typewriters	681	16,765	17,446	5,902	45,942	51,844	8.67	2.74	4,038
Adding Machines	1,196	10,876	12,072	27,449	31,042	58,491	22.95	2.85	24,040
Calculators	2,896	7,281	10,177	124,566	50,412	174,978	43.01	6.92	104,517
Dictating Machines	314	2,359	2,673	8,134	7,198	15,332	25.90	3.05	7,175
Other Machines	<u>422</u>	<u>2,599</u>	<u>3,021</u>	<u>42,094</u>	<u>21,709</u>	<u>63,803</u>	99.75	8.35	<u>38,570</u>
Total	8,445 ¹ / ₂	44,432 ² / ₂	52,877	\$303,421 ¹ / ₂	\$212,573 ² / ₂	\$515,994			\$237,324

¹/₂ 16 percent of total machines;
59 percent of total cost.

²/₂ 84 percent of total machines;
41 percent of total cost.

Blank

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

February 2, 1965

PLANT AND OPERATIONS MEMORANDUM NO. 87

Purchase of Office Furniture, Typewriters and Filing Cabinets

1. Purpose. This memorandum implements GSA Temporary Regulation No. A-2, Reduction in Purchase of Office Furniture and Typewriters, and Moratorium on Purchase of Filing Cabinets, dated January 15, 1965. The GSA Regulation implements a Presidential directive to reduce Federal expenditures for purchase of these items. A copy of the Regulation, with which agencies shall comply, is attached.

2. Office Furniture and Typewriters.

a. Essential Requirements. New office furniture and electric and manual typewriters shall not be purchased for other than essential requirements. Upgrading for purposes of improvements in appearance, office decor, status elevation, or the desire for the latest design or more expensive lines are not to be construed as essential requirements.

b. Acquisition Limitations. Acquisition of office furniture and typewriters from any source shall be limited to (1) requirements arising from increases in employment which result in a need for additional items, and (2) essential replacement of in-use items. Purchases for additions or replacements may be made only after a determination that needs cannot be economically met through redistribution, repair or rehabilitation of owned items, or from available excess. Purchases of either additional or replacement items shall be limited to the least expensive lines. Purchase files shall be documented as to the need for new items, and action taken to meet requirements from current inventory and available excess.

c. Purchase Controls. Agencies shall establish controls over purchase or other acquisition of office furniture and typewriters. Such controls shall assure that purchase or other acquisition of additions to inventory are limited to requirements arising from increases in total agency employment, as of January 16, 1965.

3. Filing Cabinets.

a. Discontinuance of Purchases. GSA has discontinued the purchase of new correspondence filing cabinets for depot stock and for direct delivery to ordering agencies in the 50 States and the District of Columbia. Unfilled orders on hand are being returned by GSA to ordering activities.

PURCHASING-CONTRACTING

...
...
...
...
...

...

...
...
...
...
...

...
...
...

...
...
...
...
...
...
...

...
...
...
...

...
...
...
...

b. Essential Requirements. The Regulation states priority methods which agencies shall follow in meeting their needs for filing cabinets. These are:

- (1) Destruction of records where retention periods have expired.
- (2) Transfer of non-current records to Federal Records Center or to center-type space in agencies.
- (3) Use of less expensive substitutes for filing cabinets, such as open shelf files.

Essential requirements which cannot be met through the measures stated above, may be fulfilled from Department and agency excess and, if not so available, from GSA excess and remaining depot stocks to the extent available. The Regulation states prerequisite actions that must be taken to satisfy needs before placing orders for either excess or new filing cabinets with GSA. Agency records management officers shall be responsible for certification of compliance with the required prerequisite actions.

c. Excess. Agencies shall report as excess all filing cabinets not required for immediate use. Such cabinets shall not be held as a reserve against future requirements.

4. Further Information. Questions regarding this Memorandum should be directed to the Supply and Property Management Division of this Office, Extension 4581.


Director of Plant and Operations

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

August 3, 1965

PLANT AND OPERATIONS MEMORANDUM NO. 87, Supplement 2

Moratorium On Filing Cabinets

1. Purpose. This Supplement adds information and procedures for requesting filing cabinets under the moratorium.
2. Scope of Moratorium. The moratorium applies to the purchase of all new letter-size and legal-size correspondence filing cabinets. There are no exemptions based on funds used, or where or how the cabinets will be used.
3. Procedure for Requesting New or Excess Filing Cabinets.
 - a. When an office has taken the "Actions Prerequisite To Ordering Filing Cabinets" and still needs them, it should try to meet its needs:
 - (1) From excess equipment lists issued by the Area Operations Committees,
 - (2) By canvassing other USDA or Federal offices in the locality.
 - b. If the above actions do not produce the needed cabinets, the office should send its request to agency Washington headquarters. The request must clearly show that the office has complied with the "Actions Prerequisite". It must also show effort to get the cabinets locally.
 - c. If the request is approved and cannot be filled from agency stocks, the agency will prepare a letter request to the appropriate Regional Administrator of the General Services Administration. The letter must contain a certification, signed by the Agency

PROCUREMENT

1. The first of these is the

second of these is the

third of these is the

fourth of these is the

fifth of these is the

sixth of these is the

(1) The first of these is the

(2) The second of these is the

(3) The third of these is the

(4) The fourth of these is the

Records Management Officer, that the entire agency has complied with the "Actions Prerequisite". Other persons shall not make this certification, or request filing cabinets from the General Services Administration without it.

d. If the General Services Administration approves the letter request, it will try to furnish the cabinets from excess. An approved letter request which cannot be filled from excess will be returned to the originating office. With it will be Form GSA-2084, Clearance to Acquire Correspondence Filing Cabinets, bearing an FC (filing cabinet) Clearance Number. The agency may then submit an order to the General Services Administration, bearing the FC Clearance Number. It must also attach a copy of the Form GSA-2084 to the order.

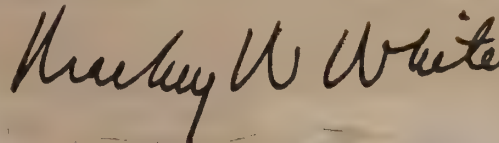
4. Pertinent GSA Regulations. General Services Administration regulations covering the moratorium are contained in the following Federal Property Management Regulations:

Subchapter B - Archives and Records

101-11.102-2 Program content.

Subchapter E - Supply and Procurement

101-25.104-2 Purchase of new filing cabinets.
101-25.302-2 Filing cabinets (Use Standards).
101-26.308 Obtaining filing cabinets.
101-26.308-1 Actions prerequisite to ordering filing cabinets.
101-26.308-2 GSA review and approval.



Mackey W. White
Acting Director

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

June 14, 1965

PLANT AND OPERATIONS MEMORANDUM NO. 89

Procurement of Office Machines

Federal Supply Schedule contracts for typewriters, adding machines, and printing calculators offer substantial discounts on quantity purchase. Due to decentralized purchasing in some agencies, as well as limited requirements for machines in those agencies where purchasing is centralized, maximum discounts have not been realized in all cases.

This office has concluded arrangements with office machine contractors, as outlined below, under which they will accept blanket orders or consolidated orders allowing for maximum discount prices during the fiscal year 1966. The arrangements are as follows:

1. Burroughs Corporation. The attached Exhibit "A" provides that all orders for adding machines placed with this Company beginning July 1, 1965, will be at prices for 100 or more machines as specified in their contract with the General Services Administration, and that agency orders will be referenced to the purchase order number shown in the agreement. New purchase order numbers, if required, will be announced in a supplement to this memorandum. The agreement is self-explanatory as to how sub-orders are to be handled.
2. Monroe International, Inc. Exhibit "B" is the agreement with Monroe. Orders placed thereunder will be handled in the same manner as indicated for Burroughs.
3. Olivetti-Underwood Corporation. Exhibits "C" and "D" are the agreements with this Company covering typewriters and adding and calculating machines, respectively. The typewriter agreement indicates that prices will be for 100 or more machines, which is the breaking point for maximum discounts on manual machines. The breaking point for maximum discounts on electric machines is 50 or more. Since the Olivetti contract with GSA provides for discounts on a combination of electric and manual machines, orders will be placed at prices for 50 (electric) or 100 (manual) whichever is applicable. Orders placed under these agreements will be handled in the same manner as indicated for Burroughs.

PURCHASING-CONTRACTING

4. Remington Office Machines (Typewriters). Remington will not accept a Department-wide blanket arrangement as will the Companies mentioned above. They have, however, agreed to accept such an arrangement on an individual agency basis. Exhibit "E" is the format of a letter agreement which each agency headquarters office will submit to Remington for acceptance. Remington has approved this format and it should not be changed except to show the agency name and agency purchase order number.

Remington has agreed informally to accept orders from Federal Crop Insurance Corporation, Foreign Agricultural Service, and Rural Electrification Administration referenced to the master purchase order number assigned by the Office of Management Services. OMS, therefore, will furnish these three agencies with copies of its agreement with Remington when approved.

No orders will be placed with Remington for typewriters after July 1, 1965, except on the basis of agreements to be worked out with that Company as provided herein. It is important, therefore, that letters be sent to Remington for acceptance as soon as possible.

5. SCM Corporation. Exhibit "F" is the agreement with SCM for typewriters only. Orders placed thereunder will be handled in the same manner as indicated for Burroughs.

6. Victor Business Machines. Victor will not accept Department-wide or agency-wide blanket arrangements as outlined above. They have, however, agreed to this office collecting and holding agency orders until they total 50 or more machines at which time the orders will be turned over to Victor. Under this arrangement, agency ordering offices will prepare their purchase orders in the usual manner, at prices for 50 or more machines (both adding machines and printing calculators) and forward them to the Supply and Property Management Division, Office of Plant and Operations, U. S. Department of Agriculture, Washington, D.C. 20250. Ordering offices will be advised by a form letter when their purchase orders have been released to Victor.

Under this arrangement it is essential that ordering offices plan procurements sufficiently far in advance to permit a reasonable holding time in this office. Based on past volume of purchases from Victor, it is not believed that orders will be held longer than 30 to 60 days. If, occasionally, immedi-

ate delivery is urgent, this office will arrange for prompt shipment on advice to that effect submitted with the purchase order.

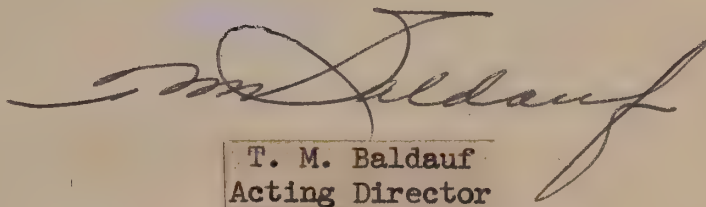
7. Remington Office Machines (Adding and Printing Calculators). The arrangement with Remington for adding machines and printing calculators is identical to that worked out with Victor Business Machines. Both Companies have been instructed to accept no orders except under the arrangements outlined herein.

No arrangements have been worked out with the Royal Typewriter Company whereby maximum discounts may be realized either on a Department-wide or an agency-wide basis. The International Business Machines' contract with GSA for typewriters does not provide for any discounts regardless of the number of machines purchased.

It is not the intent of this memorandum to favor the equipment of one Company over that of another. Rather, it is a means whereby agency purchasing officers may take advantage of the maximum discounts available under Federal Supply Schedule contracts with the various office machine manufacturers. The responsibility for acquiring office machines at the least cost to the Government, all factors considered, rests with agency purchasing officers. They are expected to faithfully exercise that responsibility.

It is conservatively estimated that savings under the purchase arrangements provided by this Memorandum will range from \$150,000 to \$200,000 annually. This is an opportunity for each agency to contribute significantly to the Department's cost reduction program, and the cooperation of all employees concerned, equipment users as well as purchasing officers, is requested.

Any questions or problems concerning this Memorandum or implementation of the arrangements involved should be directed to this office, Extension 4581.



T. M. Baldauf
Acting Director

...in the event of a change of office location, the Government will be notified in advance of such change and will be given the opportunity to make arrangements for the removal of its equipment and records.

2. The Government will be responsible for the removal of its equipment and records from the office of the Government of the United States in the event of a change of office location. The Government will be given the opportunity to make arrangements for the removal of its equipment and records from the office of the Government of the United States in the event of a change of office location.

No arrangements have been worked out with the Royal Typewriter Company for the removal of its equipment and records from the office of the Government of the United States in the event of a change of office location. The International Business Machines Company has been notified in advance of such change and will be given the opportunity to make arrangements for the removal of its equipment and records from the office of the Government of the United States in the event of a change of office location.

It is the policy of the Government to remove its equipment and records from the office of the Government of the United States in the event of a change of office location. The Government will be given the opportunity to make arrangements for the removal of its equipment and records from the office of the Government of the United States in the event of a change of office location. The Government will be responsible for the removal of its equipment and records from the office of the Government of the United States in the event of a change of office location.

It is the policy of the Government to remove its equipment and records from the office of the Government of the United States in the event of a change of office location. The Government will be given the opportunity to make arrangements for the removal of its equipment and records from the office of the Government of the United States in the event of a change of office location. The Government will be responsible for the removal of its equipment and records from the office of the Government of the United States in the event of a change of office location.

Director

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

August 16, 1965

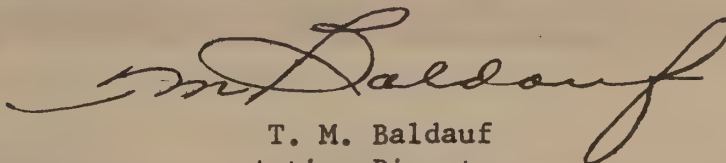
PLANT AND OPERATIONS MEMORANDUM NO. 89, SUPPLEMENT 1

Procurement of Office Machines

Attached is a copy of a blanket purchase agreement with the SCM Corporation covering adding machine purchases during the fiscal year 1966.

The agreement provides that (1) all orders for adding machines placed with this Company beginning July 1, 1965, will be at prices for 50 or more machines as specified in their contract with the General Services Administration, (2) agency "suborders" will be referenced to the purchase order number (P&O-150-66) shown in the agreement, and (3) purchasing offices will send their suborders to the Washington, D. C. office of the Company.

Questions should be directed to this office, Extension 4581.



T. M. Baldauf
Acting Director

Attachment

PROCUREMENT

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

September 3, 1965

PLANT AND OPERATIONS MEMORANDUM NO. 89, SUPPLEMENT 2

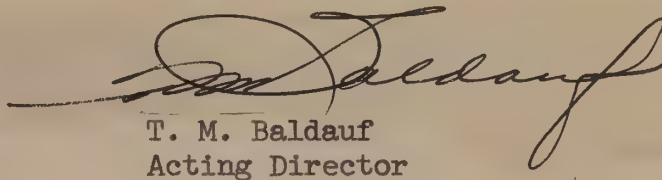
Procurement of Office Machines

An agreement (see reverse) has been concluded with the Royal Typewriter Company, Inc., whereby they will accept accumulated orders from the Department of Agriculture at maximum discount prices when the total of such orders equals or exceeds the quantity necessary for maximum discounts.

Under this arrangement, agency ordering offices will prepare purchase orders in the usual manner at prices for 50 or more electric typewriters and for 150 or more manual typewriters, and forward them to the Supply and Property Management Division, Office of Plant and Operations, U. S. Department of Agriculture, Washington, D. C., 20250. Note, however, that purchase order vendor address, in all cases, must be the same as shown in the letter printed on the reverse. Ordering offices will be advised by a form letter when purchase orders are released to Royal.

Under this arrangement it is essential that ordering offices plan procurements sufficiently far in advance to permit a reasonable holding time in this office. If, occasionally, immediate delivery is urgent, prompt shipment will be arranged on advice to that effect submitted with the purchase order.

Questions should be directed to this office, Extension 4581.


T. M. Baldauf
Acting Director

Attachment

PROCUREMENT

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

October 19, 1965

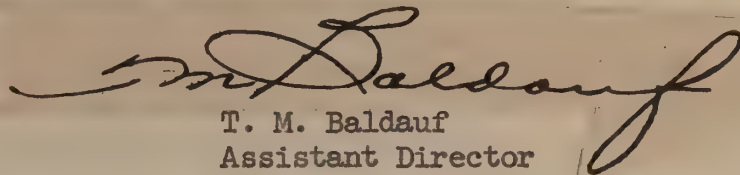
PLANT AND OPERATIONS MEMORANDUM NO. 89, SUPPLEMENT 3

Procurement of Office Machines

Arrangements have been concluded with the National Cash Register Company, as outlined in the attachment, whereby they will accept blanket purchase orders allowing for maximum discounts on adding machines.

The attachment provides that orders will be placed at prices for 100 or more machines as specified in the applicable contract; that agency orders will be referenced to the purchase order number shown in the agreement, and that orders will be sent to the Company at Washington, D. C.

Questions should be directed to this office, Extension 4581.


T. M. Baldauf
Assistant Director

Attachment

PROCUREMENT

THE END OF THE WORLD

The first thing I noticed when I woke up was that I was alone. The room was empty, the bed was cold, and the door was closed. I had no idea where I was or how I got there.

I tried to remember the last thing I saw before I fell asleep, but my mind was blank. I had a strange feeling of déjà vu, as if I had been here before. I looked out the window and saw a dark, stormy sky. The rain was falling hard, and the wind was howling. I felt a chill run down my spine.

THE END OF THE WORLD

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

November 9, 1965

PLANT AND OPERATIONS MEMORANDUM NO. 89, SUPPLEMENT 4

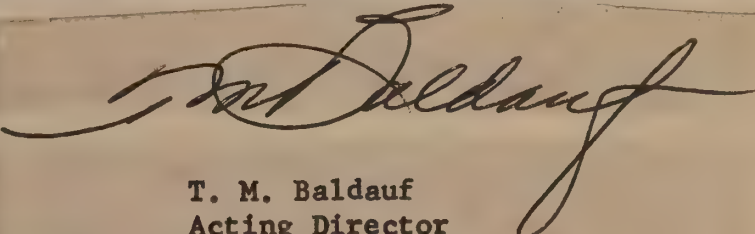
Procurement of Office Machines

Agreements have been concluded with Pitney-Bowes, Inc., as outlined in the attachments, which provide for a 6% discount on folding and other office machines which they furnish under GSA Federal Supply Schedule Contracts. Two agreements are involved - one for folding machines under FSS Contract GS-OOS-50202, and one for other office machines under Contract GS-OOS-54645.

Agencies buying machines from Pitney-Bowes will prepare separate orders for items covered by each of the two contracts. In other words, orders for folding machines covered by Contract GS-OOS-50202 shall not be included on orders for other machines covered by Contract GS-OOS-54645. Orders placed under these agreements shall show thereon the appropriate P&O Purchase Order Number listed in the attachments.

Attention is called to the terms of the contracts which provide a further discount of 2% for payment within 20 days from date of invoice on price of equipment exclusive of taxes. This, in effect, results in an overall discount of 8%.

Questions should be directed to this office, Extension 4581.


T. M. Baldauf
Acting Director

Attachments

Processed for
Reproduction
By
Sec. Records Sect.
11-12-65

PROCUREMENT

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 1, 1861.

2. The second part is a report from the Secretary of the Treasury, dated January 1, 1861.

3. The third part is a report from the Secretary of the Interior, dated January 1, 1861.

4. The fourth part is a report from the Secretary of the Navy, dated January 1, 1861.

5. The fifth part is a report from the Secretary of the War, dated January 1, 1861.

Blank

file

BUILDING and CONSTRUCTION TRADES COUNCIL

OF NASSAU AND SUFFOLK COUNTIES

Affiliated with

WILLIAM C. DeKONING
President

DAVID RICHARDSON
Vice-President

IRWIN FLEISCHER
Secretary-Treasurer

Pioneer 6-3828-9
182 Front Street
Mineola, New York
11501



American Federation of Labor



November 9, 1965

Mr. T. M. Baldauf, Assistant Director
U. S. Department of Agriculture
Washington, D. C.

Dear Mr. Baldauf:

Thank you for your letter of November 3rd
informing me of the procedure to be used in order to
gain access to Plum Island.

In the future, I will contact Dr. J. J. Callis,
the Director in charge or Mr. M. Wiggin, the Chief Engineer,
in order to arrange an appointment to visit Plum Island.

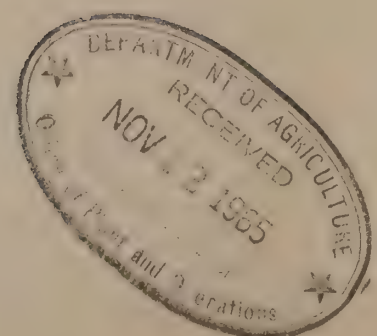
On behalf of the members of this Council and
myself, thank you very much for your assistance and co-
operation.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Irwin Fleischer".

IRWIN FLEISCHER,
Secretary-Treasurer

IF/rg



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

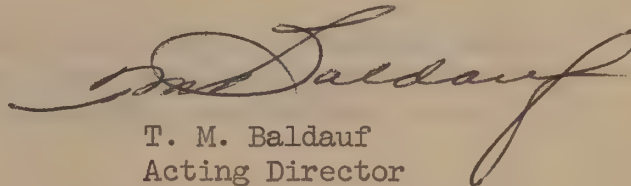
November 24, 1965

PLANT AND OPERATIONS MEMORANDUM NO. 89, SUPPLEMENT 5

Procurement of Office Machines

Please refer to the blanket order arrangement with Olivetti-Underwood Corporation, Exhibit "D", attached to the original of this Memorandum, dated June 14, 1965. A new purchase order number, P&O-141-66, is hereby assigned for use in placing orders for adding and/or calculating machines with this Company.

Orders placed with Olivetti-Underwood after receipt of this Supplement will be referenced to the purchase order number shown above.


T. M. Baldauf
Acting Director

PROCUREMENT

... ..
... ..
... ..
... ..
... ..

... ..
... ..

... ..
... ..
... ..

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

August 3, 1965

PLANT AND OPERATIONS MEMORANDUM NO. 91

Excise Tax Reduction Act of 1965

Public Law 89-44, Excise Tax Reduction Act of 1965, made the following changes in Federal excise taxes effective June 22, 1965:

1. The retailers excise tax on jewelry and related items, furs, toilet preparations, luggage, and handbags, as prescribed in Section 1-11.101-2 through 1-11.101-5 of the Federal Procurement Regulations, was repealed.
2. The manufacturers excise tax on passenger automobiles, trailers, and semi-trailers, as described in Section 1-11.102(a)(2), was reduced from 10% to 7%.
3. The manufacturers excise tax on household-type equipment (except light bulbs) and radio and television receiving sets, phonographs and records, musical instruments, sporting goods (except fishing equipment) photographic equipment, business machines, pens, mechanical pencils, lighters and matches, as described in Sections 1-11.102-6 through 1-11.102-10 and 1-11.102-12 through 1-11.103-14, was repealed.
4. The excise tax on playing cards was repealed.

The tax clause prescribed by the Federal Procurement Regulations, including the one reproduced as Form AD-370, provide for price reduction where:

1. A tax was applicable on the "contract date" as defined in the clause.
2. The contractor is not required to bear the burden of the tax, and
3. The amount of tax involved in the contract is over \$100.

PROCUREMENT

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY
540 SOUTH EAST ASIAN AVENUE
CHICAGO, ILLINOIS 60607

PROFESSOR OF CHEMISTRY
540 SOUTH EAST ASIAN AVENUE
CHICAGO, ILLINOIS 60607

RECEIVED
JAN 10 1964
FROM THE
LIBRARY OF THE
UNIVERSITY OF CHICAGO
540 SOUTH EAST ASIAN AVENUE
CHICAGO, ILLINOIS 60607

THE UNIVERSITY OF CHICAGO
540 SOUTH EAST ASIAN AVENUE
CHICAGO, ILLINOIS 60607

1. A copy of the report of the Committee on the Status of the University of Chicago is being sent to you for your information.

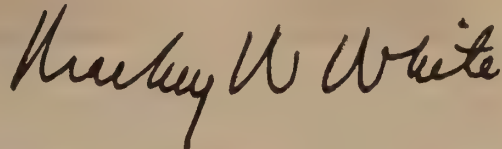
2. The Committee on the Status of the University of Chicago is also sending you a copy of the report of the Committee on the Status of the University of Chicago.

Sellers will not be required to bear the burden of the repealed taxes where title passes to the buyer on or after June 22, 1965. Ordinarily, title passes when delivery is made in the absence of expressed intent to the contrary. However, under Internal Revenue Service Regulations, title passes as determined by the law of the jurisdiction where the sale is made. Questions as to the time title passed on any particular sale should be referred to the appropriate Office of the General Counsel. The tax reduction Act provides for refunds to dealers of the repealed taxes which have been paid on goods held in stock and unsold on June 22, 1965.

Where a change in the Federal Excise Tax may amount to \$100 but the amount is not stated separately in the contract, a certification as to the amount should be obtained from the contractor. Upon concurrence of the contracting officer, the certification becomes a modification adjusting the contract price.

Only the overall categories of items affected by the Act are listed herein. Any questions concerning a specific item should be referred to the nearest Internal Revenue Service Office.

Questions concerning this memorandum should be referred to the Procurement and Contract Management Division, Extension 4071.

A handwritten signature in dark ink, reading "Mackey W. White". The signature is written in a cursive, flowing style with a prominent initial "M".

Mackey W. White, Acting Director

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

SEP 28 1965

PLANT AND OPERATIONS MEMORANDUM NO. 92

Storage Of Magnetic Tapes In Federal Records Centers

1. Storage Service Available. The National Archives and Records Service has begun to accept magnetic tape records for storage in Federal Records Centers. Records Centers at Atlanta, Fort Worth and Kansas City presently have tape storage facilities. Before sending magnetic tape to other Federal Records Centers, agencies should write and inquire into the availability and adequacy of storage facilities.
2. Information On Storage Procedure. National Archives and Records Service has sent the attached Circular Letter No. NN66-20, on the storage of magnetic tape, to its Federal Records Centers. The Letter lists both the steps which an agency must take before sending magnetic tape to a Records Center and the steps which the Center must take after getting the tape.
3. Transmittal Forms. Forms for use in sending magnetic tape to a Federal Records Center are the same as those used in sending paper records. They are Standard Form 135, Records Transmittal and Receipt, and Standard Form 135-A, Records Transmittal and Receipt (Continuation). These forms are in stock at the Central Supply Section, Office of Plant and Operations, and in Federal Supply Centers.
4. Further Information. Any questions about the transfer of magnetic tape records to the Federal Records Centers should be referred to the Records Management Division, Extension 7231.



Director

Attachment

RECORDS /

THE FEDERAL BUREAU OF INVESTIGATION

The Federal Bureau of Investigation (FBI) is a federal law enforcement agency under the Department of Justice. It is the primary investigative and law enforcement agency for the federal government and for the states and local governments. The FBI is also the lead agency in the United States for the investigation of federal crimes.

The FBI is organized into five major divisions: Administration, Criminal Investigation, Identification, Intelligence, and Legal Counsel. Each division is further divided into several units. The Criminal Investigation Division is the largest and is responsible for the investigation of federal crimes. It is organized into several offices, including the New York Office, the San Francisco Office, and the Los Angeles Office.

The FBI is also responsible for the investigation of state and local crimes. It is the lead agency in the United States for the investigation of state and local crimes. The FBI is also responsible for the investigation of international crimes. It is the lead agency in the United States for the investigation of international crimes. The FBI is also responsible for the investigation of terrorism. It is the lead agency in the United States for the investigation of terrorism.

The FBI is also responsible for the investigation of organized crime. It is the lead agency in the United States for the investigation of organized crime. The FBI is also responsible for the investigation of drug trafficking. It is the lead agency in the United States for the investigation of drug trafficking.

10-1-65

Plant and Operations Memorandum No. 93Use of Employee-Owned in Lieu of Government-Owned Vehicles

The Administrative Regulations, 7 AR 553, have been revised to prescribe a mileage rate of 7 cents where the traveller, as a matter of personal preference, elects to use a privately-owned automobile, in lieu of an available agency or interagency motor pool automobile and the use of such vehicle otherwise would be advantageous to the Government.

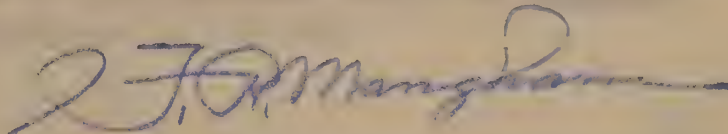
Criteria for determining generally those travel circumstances under which it would be advantageous to the Government for employees to use privately-owned in lieu of Government-owned automobiles are shown on the reverse of this memorandum. These criteria will be included in Agriculture Property Management Regulations which are now being prepared for printing.

Government-owned automobiles can be made available by the General Services Administration on a planned basis. The number of such vehicles required by the Department will have a bearing on the time it takes GSA to obtain them. For procurement planning purposes, the agencies are requested to review requirements, if any, for Government-owned automobiles, and furnish this office by January 14, 1966, with the following information:

1. City or town locations at which automobiles will be stationed.
2. Number and type (i.e., standard or compact) of automobiles required at each city or town location.

This information will be furnished to the General Services Administration as the basis for including Agriculture requirements in the Spring volume procurement of motor vehicles. Such requirements when acted on by GSA shall be regarded as firm commitments on the part of requesting agencies.

Questions concerning this Memorandum may be directed to the Supply and Property Management Division of this office, Extension 4581.



F. R. Mangham

Processed for
Reproduction

By

Sec. Records Sect

10-5-65

VEHICLES 12

... have been revised to ... rate of 1 cent where the traveler, as a ... preference, elects to use a privately-owned ...

... for determining, generally, those travel circumstances ... of a ... to the Government for ...

... to obtain them. For procurement planning pur-
poses, it is requested to review requirements, if any,
of Government-owned automobiles, and furnish this office by
January 14, 1955, with the following information:

1. City or town locations at which automobiles will
be stationed.

2. Make and type (e.g., standard or compact) of
those required at each city or town loca-

... Administration, on the basis of this information,
procurement action. Any requirements,
also GSA should be included as item number 3.

... Division of this office, ...

PART 104-38 MOTOR EQUIPMENT MANAGEMENT

Subpart 104-38.51 Use of Employee-owned
in Lieu of Government-owned Vehicles.

104-38.5100 Scope of Subpart.

The use of Government-owned motor vehicles for official transportation generally is advantageous to the Government. They can be made available on a planned basis where required. In some cases, however, it is advantageous to the Government for employees to use their own vehicles and be reimbursed therefor in accordance with 7 AR 553. This subpart prescribes criteria for agency guidance in determining the travel circumstances under which it is advantageous to the Government for employees to use their own (privately-owned) vehicles.

104-38.5101 Travel Circumstances Where Use of an Employee-owned Vehicle is Advantageous to the Government.

Under the following circumstances, where a vehicle is required, it shall be considered advantageous to the Government for the employee to use his own vehicle for official travel.

(a) Where the traveller is required to be away from his home for 15 or more consecutive calendar days, and desires to use his own vehicle.

(b) Where a vehicle is required on a continuing assignment basis, and is operated less than 300 miles a month.

(c) Where a vehicle is required on a trip basis and the time and expense involved in obtaining and returning a Government-owned vehicle would not be warranted. (The files shall be appropriately documented in such cases.)

104-38.5102 Other Travel Circumstances.

Under travel circumstances other than those outlined in 104-38.5101, the agency shall determine whether (1) to require the use of an available Government-owned vehicle, or (2) to authorize the use of an employee-owned vehicle at ~~vehicle~~ rates prescribed in 7 AR 553.

Alm

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

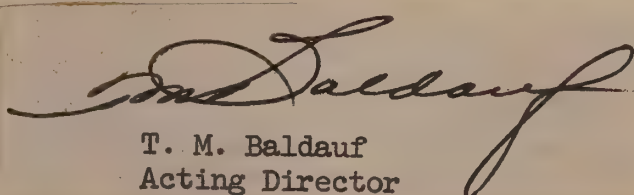
January 3, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 89, SUPPLEMENT 6

Procurement of Office Machines

Please refer to the blanket order arrangement with Olivetti-Underwood Corporation, Exhibit "C", attached to the original of this Memorandum, dated June 14, 1965. A new purchase order number, P&O-101-66, has been assigned for use in placing orders for electric and/or manual typewriters with this Company.

Orders placed with Olivetti-Underwood after receipt of this Supplement will be referenced to the purchase order number shown above.


T. M. Baldauf
Acting Director

5/5

PROCUREMENT

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

January 19, 1966

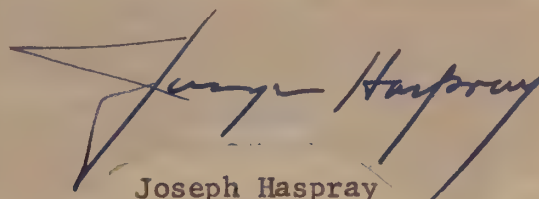
PLANT AND OPERATIONS MEMORANDUM NO. 89, SUPPLEMENT 7

Procurement of Office Machines

Arrangements have been concluded with Facit-Odhner, Inc., as outlined in the attachment, whereby they will accept blanket purchase orders providing for discounts on electric and manual typewriters, and adding and calculating machines.

The agreement provides that orders will be placed at prices for 25 or more machines as specified in the applicable FSS contracts; that agency orders will be referenced to applicable purchase order numbers shown in the agreement, and that orders will be sent to the Company at Washington, D. C.

Questions should be directed to the Supply and Property Management Division of this office, Extension 4581.


Joseph Haspray
Director

Attachment

202 4/5
PROCUREMENT

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

JAN 25 1966

PLANT AND OPERATIONS MEMORANDUM NO. 89, SUPPLEMENT 8

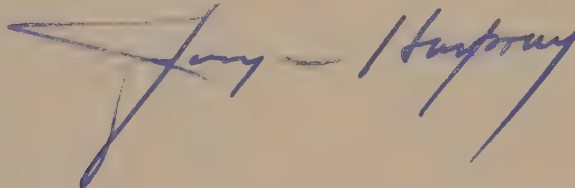
Procurement of Office Machines

Please refer to the blanket purchase arrangement with Olivetti-Underwood Corporation, Exhibit "D", attached to the original of this Memorandum, dated June 14, 1965, and Supplement 5, dated November 24, 1965. A new purchase order number, P&O-142-66, is hereby assigned for use in placing orders for adding and/or calculating machines with this Company.

Orders placed with Olivetti-Underwood after receipt of this Supplement will be written at prices established for 50 or more machines, as provided by recent amendments to GSA Contract GS-OOS-54642. Such orders will be referenced to the purchase order number shown above.

Joseph Haspray
Director

Attachment

A handwritten signature in blue ink, appearing to read 'J. Haspray', is written over a horizontal line.

PROCUREMENT

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

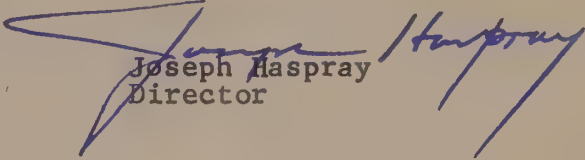
March 15, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 89, SUPPLEMENT 10

Procurement of Office Machines and Supplies

Supplement 9 of this Memorandum provides that orders for toner used with Xerox office copiers will be sent to the Hunt Chemical Corporation at Washington, D. C. Shipment of toner in most cases would be expedited if orders were sent directly to the sales office nearest to the point of delivery. A list of Hunt Chemical Corporation Offices, at which warehouses are located, is printed on the reverse. Orders issued subsequent to receipt of this Supplement 10 should be sent the nearest office.

Other provisions of Supplement 9 remain in effect.


Joseph Haspray
Director

475
PROCUREMENT

THE NEW YORK PUBLIC LIBRARY

ASTOR LENOX TILDEN FOUNDATION

1009 1st Ave. New York 17, N.Y.
This book is loaned to you by the
New York Public Library, Astor Lenox
Tilden Foundation, 1009 1st Ave.,
New York 17, N.Y. It is to be
returned to the Library at the
expiration of the loan period.
The loan period for this book is
three months. It may be renewed
if it is returned to the Library
before the expiration of the loan
period. The loan period for this
book is three months. It may be
renewed if it is returned to the
Library before the expiration of
the loan period.

Other provisions of the Library's policy are as follows:

1. The book is to be returned to the Library at the expiration of the loan period.

TONER FOR MAKING COPIES WITH THE XEROX 914 COPIER

PRODUCT ADVANTAGES

Graph-O-Print Toner will give you:

- **Copies of unusually high image quality**
- **Copies with maximum brilliant contrast**
- **Optimum copier operation and drum life**

PRICE SCHEDULE / GRAPH-O-PRINT TONER

Packing	Quantity of Sale	Unit of Sale	Government Delivered Price FOB Any Point Continental U.S.
2 lb. carton of 8 x 1/4 lb. poly bottles	1	carton	\$53.00
	5*	carton	\$45.60
	10*	carton	\$43.00
	25*	carton	\$40.20

*5 x 2 lb. individual cartons are packed in a single easy-to-handle shipping container.

TERMS: 1 percent discount 20 days, net 30 days.

All payments should be sent to:

Philip A. Hunt Chemical Corporation, Palisades Park, New Jersey 07650

Order direct from any of the following HUNT Branches or Sales Offices:

GOVERNMENT SALES OFFICE

1030 15th Street, N.W.
Washington, D. C. 20005
202 - 296-2393
Teletype: 710—822-9433

ATLANTA BRANCH

333 Candler Building
Atlanta, Georgia 30303
404 MUrray 8-4944

BOSTON BRANCH

763A Concord Avenue
Cambridge, Massachusetts 02138
617 TRowbridge 6-7050
Teletype: 617—499-9166

CHICAGO BRANCH

2108 West Fullerton Avenue
Chicago, Illinois 60647
312 HUmboldt 6-8500
Teletype: 312—222-0723

Cincinnati Sales Office

1717 Section Road
Cincinnati, Ohio 45237
513 - 631-3341

CLEVELAND BRANCH

5150 Grant Avenue
Cleveland, Ohio 44125
216 DIamond 1-9132
Teletype: 216—574-9964

DALLAS BRANCH

3191 Commonwealth Drive
Dallas, Texas 75247
214 MEIrose 1-8230
Teletype: 214—631-8952

Detroit Sales Office

3690 Dunn Road
Detroit, Michigan 48211
313 WAInut 5-5130

Hartford Sales Office

119 Ann Street
Hartford, Connecticut 06103
203 - 247-8184

Houston Sales Office

1809 Crawford Street
Houston, Texas 77002
713 CApitol 2-2761

Kansas City Sales Office

7208 West 80th Street
Overland Park, Kansas 66204
913 MIltchell 9-7200

LOS ANGELES BRANCH

4225 Charter Street
Los Angeles, California 90058
213 - 589-9111
Teletype: 910—321-4036

Minneapolis Sales Office

2909 Portland Avenue
Minneapolis, Minnesota 55407
612 - 824-7755

**NEW YORK BRANCH
AND INTERNATIONAL DIVISION**

47-20 30th Street
Long Island City, New York 11101
212 EMpire 1-9500
Teletype: 212—672-1046

Philadelphia Sales Office

401 North Broad Street
Philadelphia, Pennsylvania 19108
215 MAarket 7-3212

SAN FRANCISCO BRANCH

707 Army Street
San Francisco, California 94124
415 ATwater 5-1700
Teletype: 415—393-7968

Seattle Sales Office

1000 Fourth Avenue, South
Seattle, Washington 98134
206 MAin 4-6653

WASHINGTON D. C. BRANCH

1030 15th Street, N.W.
Washington, D. C. 20005
202 - 296-2393
Teletype: 710—822-9433

Secretary's Record

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

March 1, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 22, SUPPLEMENT 85

Procurement and Property Management Information

Agency Specifications. Attached is a current list of agency specifications. Memorandum or telephone requests for copies may be made to the offices listed below:

1. Forest Service -

Administrative Services Division
Procurement Management Branch, Ext. 7111

2. Soil Conservation Service -

Administrative Services Division
Equipment and Property Management Branch, Ext. 4818

3. Agricultural Stabilization and Conservation Service -

Administrative Services Division
Procurement and Property Management Branch, Ext. 2725

Typewriter Ribbons. Some agencies have experienced difficulty with typewriter ribbons, particularly paper carbon ribbons, obtained from GSA stores. GSA has informed us they are stocking as special items in all their Depots the following described ribbons:

7510-082-2615, Typewriter Ribbon, Polyethylene - \$3.55 per doz.

7510-660-0275, Typewriter Ribbon, Mylar - \$8.30 per doz.

We understand that when specifications have been developed to cover these two ribbons, they will be included in the Stores Stock Catalog as regular items. In the meantime, agencies having difficulty with regular issue ribbons may wish to order the above items and try them out.

It would be helpful to this office in resolving with GSA the typewriter ribbon problem, if specific complaints were brought to the attention of this office. In making such reports, please send along the box in which the faulty ribbon was received. Reports should briefly state the ribbon problem and include typing samples.

Don Intyre
Chief, Supply and Property
Management Division

Attachment

Department of Agriculture Agency Specifications

<u>Title</u>	<u>Specification Number</u>	<u>Agency</u>
Air-Mattress, Plastic, Disposable	5100-36	Forest Service
Anemometer, Floating Ball Type, Plastic	5100-454	Forest Service
Assembly, Parachute, Model FS-2	501	Forest Service
Assembly, Parachute Canopy & Container Model FS-3	503	Forest Service
Axes	9	Forest Service
Bag, Water, Man-pack	5100-37a	Forest Service
Bag, Sleeping, Fabric	5100-33a	Forest Service
Bag, Sleeping, Paper	32	Forest Service
Bag, Sleeping, Paper	5100-0032	Forest Service
Bag, Water, 2-Gallon, Desert Type	5100-35a	Forest Service
Battery, Alkaline-Type (six volts)	160	Forest Service
Battery, Water Activated (six volt)	161	Forest Service
Bentonite Clay	5100-30a	Forest Service
Binoculars, 6 by 30 power	41	Forest Service
Canopy, Parachute, Model FS-2	5100-512a	Forest Service
Canopy, Parachute, Model FS-3A	5100-513a	Forest Service
Canopy, Parachute, Model FS-5A	5100-515b	Forest Service
Cans, Horse-pack Water	81	Forest Service
Canteen, Plastic, Polyethylene Body, 2-and 4-Quart	5100-83	Forest Service
Canteen, Polyethylene, 1-Quart and carrying case	5100-0084	Forest Service
Carrier, Cargo, Powered, 2-Man	5600-003	Forest Service
Carrying Case, (Ranger's)	5100-216	Forest Service
Compass, Pocket	100	Forest Service
Container Assembly, Parachute, Models FS-2 and FS-5A	5100-522b	Forest Service
Container, Parachute, Model FS-3A	5100-523b	Forest Service
Counter, Wind, Totalizing	5100-453	Forest Service
Couplings, Fire and Suction Hose	5100-102a	Forest Service
Coupling, Reducer	104	Forest Service
Coupling, Tee	103	Forest Service
Cover, Pack	5100-106a	Forest Service
Cover, Sheet for Kapok Sleeping Bag Mattress	5100-34a	Forest Service
Finder, Fire, Osborne	130	Forest Service
Fly, Tent Reinforced Plastic	5100-0031	Forest Service
Gabions, Wire mesh	2500-001	Forest Service
Gage, Low Capacity Rain	5100-451a	Forest Service
Harness, Cargo Dropper's	5100-400a	Forest Service
Harness, Parachute, Model H-3	5100-533a	Forest Service
Hat, Protective	177a	Forest Service
Headlight, Economy	150	Forest Service
Helijumper Protective Clothing	5100-176	Forest Service
Helmet, Protective, Helicopter Pilots	5100-178	Forest Service
Helmet and Mask, Smokejumper, Protective	5100-541a	Forest Service
Hook, Brush, Single-Edge	5100-00180a	Forest Service
Hose, Cotton-jacketed, Rubber-lined	182	Forest Service

<u>Title</u>	<u>Specification Number</u>	<u>Agency</u>
Hose, Cotton-Synthetic Jacketed, Lined 1-and 1-1/2 Inch	5100-00186	Forest Service
Hose, Linen, 1 inch and 1 1/2 Inch	5100-183a	Forest Service
Hose, Rubber, high-pressure, 3/4 Inch	185	Forest Service
Hose, Suction	184	Forest Service
Knapsack (Packsack)	5100-214a	Forest Service
Kits, First Aid and Contents	5100-200a	Forest Service
Level, Dumpy, Engineer (Standard)	SCS-LDES-2	Soil Conser. Service
Level, Dumpy, Architect	SCS-LDA-4	Soil Conser. Service
Level, Dumpy, Small	SCS-LDS-3	Soil Conser. Service
Level, Wye, Engineers (Standard)	SCS-LWES-1	Soil Conser. Service
Level, Self Leveling	SCS-120	Soil Conser. Service
Measuring Stick for Low Capacity Rain Gage	5100-452	Forest Service
Message Dropper, Plastic	5100-00110	Forest Service
Nozzle, Garden Hose	243	Forest Service
Nozzle, Screw-tip	242	Forest Service
Nozzle, Shut-off	241	Forest Service
Outfit, Backpack Pump (Metal)	5100-254b	Forest Service
Outfit, Backpack Pump, Coated Fabric Bag	5100-255	Forest Service
Packboard, Harness and Bag, Smokechaser	5100-55b	Forest Service
Pad, Packsaddle	5100-260a	Forest Service
Photography, Aerial	ASCS-AP-201	Agric. Stabilization and Conser. Service
Planimeter, Polar	SCS-PP-6	Soil Conser. Service
Psychrometer, Fan	457	Forest Service
Psychrometer, Pocket Sling	458	Forest Service
Pumpers, Engine Driven	5100-273a	Forest Service
Ration, Emergency, Individual	5100-285a	Forest Service
Reel, Retracting-string	296	Forest Service
Retardant, Fire, Borate	5100-29	Forest Service
Rod, Leveling	SCS-RL-5	Soil Conser. Service
Sack, Lunch, Cloth	5100-26	Forest Service
Scale, Fuel-moisture	461	Forest Service
Scooter, Trail, Lightweight	5600-001	Forest Service
Sheaths, Tool, Leather	5100-314a	Forest Service
Sheaths, Tool, Metal	5100-315a	Forest Service
Shovel, Round Point, Long Handle Size "0"	5100-325	Forest Service
Shovel, Forest Fire	5100-00326	Forest Service
Shelter, Forest Fire	5100-00320	Forest Service
Shirt, Flame-Resistant, Work	5100-90	Forest Service
Simulator, Fire Control, Portable	5100-005	Forest Service
Strainer, Suction Hose	5100-00105	Forest Service
Suit, Smokejumper, Protective	5100-542b	Forest Service
Tank, Slip-on, Plastic	5100-00343	Forest Service
Tanker, Roller, 400 Gallon	5100-00341	Forest Service
Tanker, 50-Gallon Slip-on	346	Forest Service
Tank, Water, Portable Canvas	345	Forest Service
Tool, McLeod	353	Forest Service
Tool, Pulaski	355	Forest Service
Tool, Rake and Cutting	284	Forest Service

Title

Specification
Number

Agency

Torch, Backfiring, Liquid Gas (Propane), Outfit	5100-00361	Forest Service
Torch, Fusee Backfiring	5100-360a	Forest Service
Trencher, Fireline, One-Man	5100-00370	Forest Service
Valve, Check and Bleeder	382	Forest Service
Valve, Pressure Relief	381	Forest Service
Valve, Wye	5100-380a	Forest Service
Weather Kit, Belt	5100-450	Forest Service
Wedge, Hardwood, Felling	5100-386a	Forest Service
Wire, Emergency	388	Forest Service
Wire, and Cable, Emergency Telephone	5100-388	Forest Service
Wrenches, Spanner, Fire Hose	5100-101	Forest Service

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

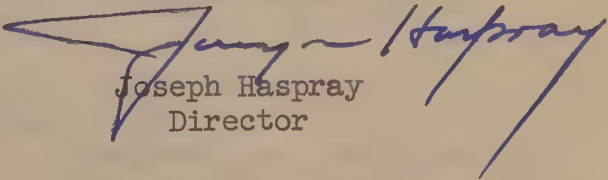
April 5, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 89, SUPPLEMENT 11

Procurement of Office Machines and Supplies

Please refer to blanket purchase arrangement with Pitney-Bowes, Inc., Supplement 4 of this memorandum, dated November 9, 1965. A new purchase order number, P&O-191-66, has been assigned for use in placing orders for office machines covered by Federal Supply Schedule Contract GS-OOS-54645.

Orders placed with Pitney-Bowes, Inc., after receipt of this Supplement will be referenced to the purchase order number shown above.


Joseph Haspray
Director

5/5
PROCUREMENT



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

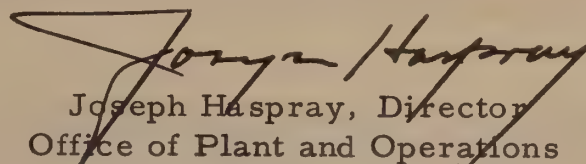
April 28, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 89, SUPPLEMENT 12

Procurement of Office Machines

Please refer to the blanket order arrangement with Olivetti-Underwood Corporation, Exhibit "C", attached to the original of this Memorandum, dated June 14, 1965, and Supplement 6, dated January 3, 1966. A new purchase order number, P&O-102-66, has been assigned for use in placing orders for electric and/or manual typewriters with this Company.

Orders placed with Olivetti-Underwood after receipt of this Supplement will be referenced to the purchase order number shown above.


Joseph Haspray, Director
Office of Plant and Operations

Processed For Reproduction
Secretary's Record & Comm.Div.
5-2-66

8/5
PROCUREMENT

[illegible]

1900

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

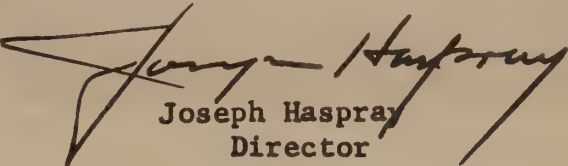
May 2, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 89, SUPPLEMENT 13

Procurement of Office Machines and Supplies

Please refer to blanket purchase arrangement with Pitney-Bowes, Inc., Supplements 4 and 11 of this memorandum, dated November 9, 1965, and April 5, 1966, respectively. A new purchase order number, P&O 192-66, has been assigned for use in placing orders for machines covered by Federal Supply Schedule Contract GS-OOS-54645.

Orders placed with Pitney-Bowes, Inc., after receipt of this Supplement will be referenced to the purchase order number shown above.


Joseph Haspray
Director

PROCUREMENT

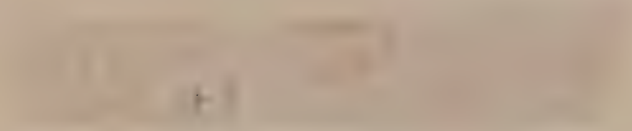
Page 1 of 1

1. The first part of the document is a letter from the

author to the reader, in which he explains the purpose of the

document. He states that the document is a report on the results of a study conducted by the author and his colleagues. The study was conducted in order to determine the effect of a certain treatment on a certain disease. The results of the study are presented in the following sections of the document.

The second part of the document is a summary of the results of the study. It is written in a concise and clear manner, and it provides a brief overview of the main findings of the study. The summary is followed by a list of references, which are arranged in alphabetical order.



There is a large, faint rectangular stamp or watermark in the lower middle section of the page. It appears to contain some text or a logo, but it is too faint to read clearly.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

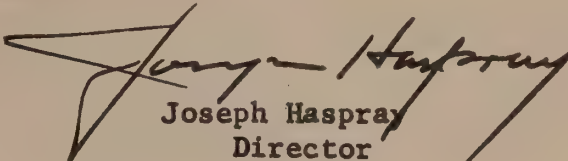
May 5, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 89, SUPPLEMENT 14

Procurement of Office Machines and Supplies

Please refer to blanket purchase arrangement with Pitney-Bowes, Inc., Supplements 4, 11 and 13 of this memorandum. A new purchase order number, P&O 193-66, has been assigned for use in placing orders for machines covered by Federal Supply Schedule Contract GS-00S-54645.

Orders placed with Pitney-Bowes, Inc., after receipt of this Supplement will be referenced to the purchase order number shown above.


Joseph Haspray
Director

PROCUREMENT

()

()

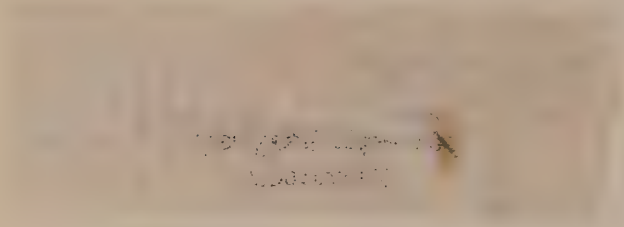


14 FEBRUARY 1964, ON INFORMATION RECEIVED, THE NAME

OF THE PERSON WHOSE NAME IS ON THE LIST IS

THE NAME OF THE PERSON WHOSE NAME IS ON THE LIST IS
THE NAME OF THE PERSON WHOSE NAME IS ON THE LIST IS
THE NAME OF THE PERSON WHOSE NAME IS ON THE LIST IS
THE NAME OF THE PERSON WHOSE NAME IS ON THE LIST IS
THE NAME OF THE PERSON WHOSE NAME IS ON THE LIST IS

THE NAME OF THE PERSON WHOSE NAME IS ON THE LIST IS
THE NAME OF THE PERSON WHOSE NAME IS ON THE LIST IS
THE NAME OF THE PERSON WHOSE NAME IS ON THE LIST IS
THE NAME OF THE PERSON WHOSE NAME IS ON THE LIST IS
THE NAME OF THE PERSON WHOSE NAME IS ON THE LIST IS



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

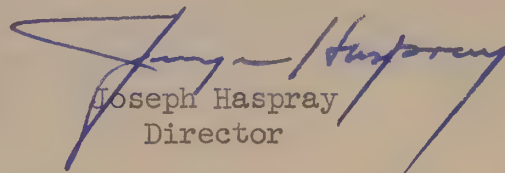
May 9, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 89, SUPPLEMENT 15

Procurement of Office Machines and Supplies

Please refer to blanket purchase arrangement with Pitney-Bowes, Inc., Supplements 4, 11, 13 and 14 of this memorandum. A new purchase order number, P&O 194-66, has been assigned for use in placing orders for machines covered by Federal Supply Schedule Contract GS-OOS-54645.

Orders placed with Pitney-Bowes, Inc., after receipt of this Supplement will be referenced to the purchase order number shown above.


Joseph Haspray
Director

PROCUREMENT

THE UNITED STATES OF AMERICA
DO hereby certify that
JOHN A. HANCOCK was born at
in the County of Middlesex, State of Massachusetts, on the
day of January, 1844, and is now living in the County of
Middlesex, State of Massachusetts.

Witness my hand and seal of office at the City of Boston,
this 10th day of January, 1880.

JOHN A. HANCOCK
Notary Public

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

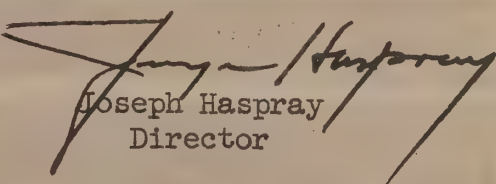
May 11, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 89, SUPPLEMENT 16

Procurement of Office Machines and Supplies

Please refer to blanket purchase arrangement with Pitney-Bowes, Inc., Supplement 4 of this memorandum. The volume of orders to date under this arrangement has required the assignment of five purchase order numbers, P&O 190-66 through P&O 194-66, all of which have been or are close to being filled. It now appears that several additional numbers will be required prior to June 30, 1966.

By this Supplement, new blanket purchase order numbers P&O 195-66 through P&O 199-66 are assigned for use in placing orders for machines covered by Federal Supply Schedule GS-00S-54645. Orders placed with Pitney-Bowes, Inc., after receipt of this Supplement will be referenced to P&O 195-66. When this order is filled, Pitney-Bowes has been authorized to change incoming orders bearing number P&O 195-66 to P&O 196-66, P&O 197-66, etc., as may be necessary. In doing so, however, they have agreed to promptly notify the ordering office in writing of the change in blanket purchase order numbers so that ordering office purchase order copies may be changed accordingly.


Joseph Haspray
Director

PROCUREMENT

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

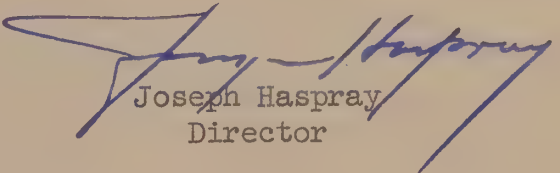
May 10, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 89, SUPPLEMENT 16

Procurement of Office Machines and Supplies

Please refer to blanket purchase arrangement with Pitney-Bowes, Inc., Supplement 4 of this memorandum. The volume of orders to date under this arrangement has required the assignment of five purchase order numbers, P&O 190-66 through P&O 194-66, all of which have been or are close to being filled. It now appears that several additional numbers will be required prior to June 30, 1966.

By this Supplement, new blanket purchase order numbers P&O 195-66 through P&O 199-66 are assigned for use in placing orders for machines covered by Federal Supply Schedule GS-00S-54645. Orders placed with Pitney-Bowes, Inc., after receipt of this Supplement will be referenced to P&O 195-66. When this order is filled, Pitney-Bowes has been authorized to change incoming orders bearing number P&O 195-66 to P&O 196-66, P&O 197-66, etc., as may be necessary. In doing so, however, they have agreed to promptly notify the ordering office in writing of the change in blanket purchase order numbers so that ordering office purchase order copies may be changed accordingly.


Joseph Haspray
Director

Copies Received
May 11 1966

Not Mailed By
Secy's Records

THE UNITED STATES OF AMERICA
DO hereby certify that the within and foregoing is a true and correct copy of the original as the same appears on the records of the Department of the Interior.

WITNESSED my hand and the seal of the Department of the Interior at Washington, D.C., this 1st day of January, 1900.

JOHN W. FOSTER, Secretary of the Interior.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

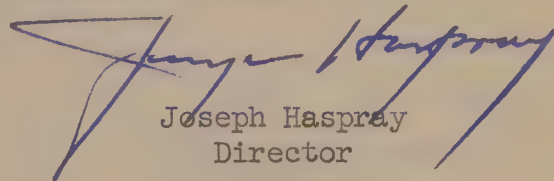
May 12, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 89, SUPPLEMENT 17

Procurement of Office Machines and Supplies

Please refer to blanket purchase arrangement with Pitney-Bowes, Inc., Supplement 4 of this memorandum. A new purchase order number, P&O-201-66, has been assigned for use in placing orders for machines covered by Federal Supply Schedule Contract GS-00S-50202.

Orders placed with Pitney-Bowes, Inc., after receipt of this Supplement will be referenced to the purchase order number shown above.


Joseph Haspray
Director

PROCUREMENT

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

~~Director's Files~~
FILED
OFFICE OF
PLANT AND OPERATIONS

Director's Files

OFFICE OF PLANT AND OPERATIONS

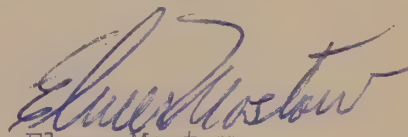
May 23, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 89, SUPPLEMENT 18

Procurement of Office Machines and Supplies

Please refer to the blanket purchase agreement with Olivetti-Underwood Corporation, Exhibit "D", attached to the original of this memorandum, dated June 14, 1965, and Supplements 5 and 8. A new purchase order Number, P&O-143-66 is hereby assigned for use in placing orders for adding and/or calculating machines with this company.

Orders placed with Olivetti-Underwood after receipt of this Supplement will be written at prices established for 50 or more machines, as provided by recent amendments to GSA Contract GS-00S-54642. Such orders will be referenced to the purchase order number shown above.


Elmer Mostow
Director

S/S

PROCUREMENT

U.S. DEPARTMENT OF THE INTERIOR

BUREAU OF LAND MANAGEMENT

WYOMING
COUNTY
LAND OFFICE
SHERIDAN
WYOMING

TO: THE SECRETARY OF THE INTERIOR
WASHINGTON, D.C.
FROM: THE DIRECTOR, BUREAU OF LAND MANAGEMENT
SUBJECT: [Illegible]

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

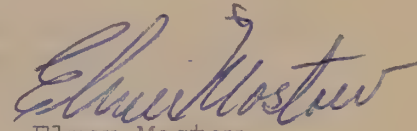
June 1, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 89, SUPPLEMENT 19

Procurement of Office Machines and Supplies

Please refer to the blanket purchase agreement with Olivetti-Underwood Corporation, Exhibit "D", attached to the original of this memorandum, dated June 14, 1965, and Supplements 5, 8 and 18. A new purchase order Number, P&O-144-66 is hereby assigned for use in placing orders for adding and/or calculating machines with this company.

Orders placed with Olivetti-Underwood after receipt of this Supplement will be written at prices established for 50 or more machines, as provided by recent amendments to GSA Contract GS-00S-54642. Such orders will be referenced to the purchase order number shown above.


Elmer Mostow
Director

5/5

PROCUREMENT

THE UNIVERSITY OF CHICAGO
LIBRARY
540 EAST 57TH STREET
CHICAGO, ILL. 60637

RECEIVED
JAN 10 1964
LIBRARY

100-107, 108, 109

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

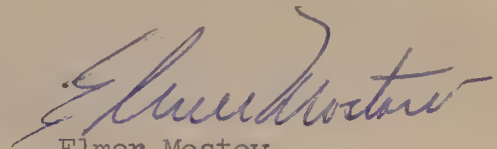
June 3, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 89, SUPPLEMENT 20

Procurement of Office Machines and Supplies

Please refer to blanket purchase arrangement with Pitney-Bowes, Inc., Supplement 4 of this memorandum. A new purchase order number, P&O-202-66, has been assigned for use in placing orders for folding machines covered by Federal Supply Schedule Contract GS-OOS-50202.

Orders placed with Pitney-Bowes, Inc., after receipt of this Supplement will be referenced to the purchase order number shown above.



Elmer Mostow
Director

S/S

PROCUREMENT

Page 1

MEMORANDUM FOR THE RECORD

SUBJECT: [Illegible]

[Illegible text block]

[Illegible text block]

Very truly yours,
[Illegible Signature]

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

October 14, 1965

PLANT AND OPERATIONS MEMORANDUM NO. 94

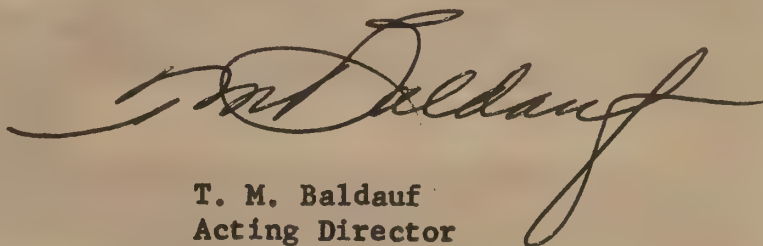
Nondiscrimination Contract Provisions

A new Agriculture Procurement Regulation (AGPR) subpart 4-12.51 on Equal Opportunity Contract Requirements has been published in the Federal Register at 30 F.R. 12071, September 22, 1965. This subpart is a revision of material in 5 AR Chapter 9 implementing Executive Orders 10925 and 11114. On September 24, 1965, Executive Order 11246 was issued, superseding previous Executive Orders 10925 and 11114 and abolishing the President's Committee on Equal Employment Opportunity. The Committee functions relating to compliance by Government contractors with nondiscrimination requirements of the Orders were transferred to the Secretary of Labor.

AGPR subpart 4-12.51 as now published will not be issued in looseleaf form since this subpart will necessarily be revised to conform to Executive Order 11246 and implementing regulations of the Secretary of Labor. AGPR subpart 4-12.51 shall be effective, however, to the extent that it is not inconsistent with Executive Order 11246.

A changed "Nondiscrimination Provisions" contract clause is prescribed by Section 202 of Executive Order 11246 (reproduced on the reverse hereof). It must be used after October 23. Form AD-369 (revised) is a printing of this clause. This form is for optional use to incorporate the clause in contracts (including those for Federally-assisted construction). It is available from the Central Supply Section.

Questions hereon may be referred to Mr. Layton, Extension 7893.


T. M. Baldauf
Acting Director

PROCUREMENT 12

Executive Order 11246. September 24, 1965

EQUAL EMPLOYMENT OPPORTUNITY

Under and by virtue of the authority vested in me as President of the United States by the Constitution and statutes of the United States, it is ordered as follows:

PART I—NONDISCRIMINATION IN GOVERNMENT
EMPLOYMENT

* * *

PART II—NONDISCRIMINATION IN EMPLOYMENT BY GOVERN-
MENT CONTRACTORS AND SUBCONTRACTORS

Subpart A—Duties of the Secretary of Labor

SEC. 201. The Secretary of Labor shall be responsible for the administration of Parts II and III of this Order and shall adopt such rules and regulations and issue such orders as he deems necessary and appropriate to achieve the purposes thereof.

Subpart B—Contractors' Agreements

SEC. 202. Except in contracts exempted in accordance with Section 204 of this Order, all Government contracting agencies shall include in every Government contract hereafter entered into the following provisions:

"During the performance of this contract, the contractor agrees as follows:

"(1) The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

"(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, or national origin.

"(3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

"(4) The contractor will comply with all provisions of Executive Order No. 11246 of Sept. 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

"(5) The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

"(6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept. 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

"(7) The contractor will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of Sept. 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: *Provided*, however, That in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States."

* * *

6 in. Date (Amend. ...)

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

December 17, 1965

PLANT AND OPERATIONS MEMORANDUM NO. 95

Survey of Source Data Automation Systems

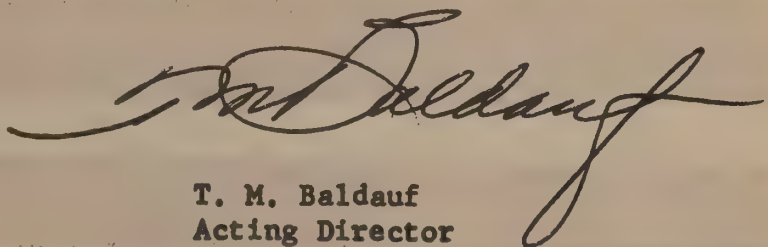
Source Data Automation (SDA) offers many ways to improve our operations and to save manpower and money. To promote its use, several months ago we sent each agency two General Services Administration handbooks: "Source Data Automation Equipment", and "Source Data Automation Systems".

There are a number of good SDA systems in the Department. Five are described in the SDA systems handbook mentioned above. USDA examples are also used in GSA training courses. Most of our SDA systems, however, are unknown except to their users. Because of this, many potential applications of these same systems elsewhere in the Department have been overlooked.

Action is being taken to correct this and to step-up the use of SDA throughout the Department. The Office of Plant and Operations will compile and periodically publish information on SDA systems and techniques. This will help USDA agencies and offices keep posted on SDA techniques and applications which they might profitably adopt.

A first step will be to compile and publish information on existing SDA systems in USDA. To do this each agency is asked to complete the attached survey form AD-386 "Report of Source Data Automation Application" for each existing SDA application. Agencies are also asked to submit a Form AD-386, whenever a new application is installed.

Guidelines for completing the survey are attached to Form AD-386. Send original copy of completed reports to the Paperwork Management Division, Office of Plant and Operations by April 30, 1966. If no SDA systems are in use at the time of this survey, submit a negative report on Form AD-386.


T. M. Baldauf
Acting Director

Attachment

ORGANIZATION

3

... (The following text is mirrored and illegible)

... (The following text is mirrored and illegible)

... (The following text is mirrored and illegible)

... (The following text is mirrored and illegible)

... (The following text is mirrored and illegible)

UNITED STATES DEPARTMENT OF AGRICULTURE
REPORT OF SOURCE DATA AUTOMATION APPLICATION

(See instructions on attached sheet. Use reverse of this form to expand on your answers if necessary)

REPORTING AGENCY _____ DATE _____

(1) NAME AND ADDRESS OF OFFICE AND AGENCY *(Include zip code)*

(2) NAME AND TITLE OF RESPONSIBLE PERSON

(3) TELEPHONE NO. (4) ROOM NUMBER

(5) FUNCTION IN WHICH THE SDA APPLICATION IS USED

(6) PURPOSE OF THE SOURCE DATA AUTOMATION APPLICATION

(7) RESULTS OBTAINED

(8) NUMBER AND TYPE OF LOWER LEVEL UNITS PARTICIPATING IN THIS APPLICATION

(9) SOURCE DATA AUTOMATION EQUIPMENT USED IN THE APPLICATION

(10) DESCRIPTION OF SYSTEM

(11) TITLE

(12) SIGNATURE

INSTRUCTIONS FOR COMPLETING AD-386

- Item 1 Identify office responsible for monitoring the SDA application.
- Item 2,3&4 Self-explanatory.
- Item 5 Identify function rather than organization in which it is located; e.g., Vehicle Management, Timber Sales, etc., not Administrative Services Division.
- Item 6 Explain what the application does; e.g. provides information for managing USDA Motor Vehicle Fleet; provides input data for commodity reports, etc.
- Item 7 Explain how SDA improved the operation. Estimate savings (in dollars, man-hours, or other measurable unit, if possible) by comparing old and new method.
- Item 8 Self-explanatory.
- Item 9 Show number of like items used. Identify by make and model. If SDA application is part of computer operation, include equipment used at other locations that are part of the application.
- Item 10 Include all major steps that describe system. Be brief but complete. Identify major outputs of the system. Use words and drawings to show application to best advantage.

...again what the application does, e.g. provides information
not mentioned, that is, the correct provides that data
for some other purpose, etc.

...again how it is applied to the operation. Estimate savings (in
dollars, cents, etc.) or other desirable unit, if possible.
of computing the new solution.

...show number of lines of code. Feasibility of new and model.
If the application is part of complex operation, showing
options back at other locations that are part of the

...show number of lines of code. Feasibility of new and model.
If the application is part of complex operation, showing
options back at other locations that are part of the

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

GUIDELINES FOR COMPLETING SDA SURVEY

WHAT SDA IS

Before information can be used in an automated system, it must be translated into a "language" that can be processed by machine. Source Data Automation (SDA) is the translation of data into "machine language" at the point of its first recording, or as close to that point as is practicable. Specialized equipment automatically creates a punched tape or edge-punched card as hard copy is typed. Other SDA equipment records information in machine readable form on tab cards, marked sense cards, magnetic tape or on other encoded media. These tapes and cards (which contain the same information as the typed copy) provide the "machine language" for the automated system. Once the information is on tape or cards, it does not need to be hand-processed or typed again.

WHERE SDA IS USED

Some SDA systems are directly linked to computer systems. That is, the SDA system supplies information to a computer system. Other SDA systems produce their own end-products and are independent of any computer. In fact, one of the unique features of SDA is the variety of uses to which it can be put. For example, SDA equipment can:

1. Automatically type identical letters to many addresses;
2. Prepare catalogs and inventories;
3. Prepare supply requisitions;
4. Perform accounting functions;
5. Collect raw data for reporting programs;

and many other kinds of work, including providing information for full computer operations.

WHAT SDA APPLICATIONS ARE TO BE REPORTED

All Source Data Automation applications, regardless of how the information is used, are to be included in this survey. When a National headquarters SDA application involves Field participation, describe the entire application in the headquarters report.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

December 23 1965

OFFICE OF PLANT AND OPERATIONS

PLANT AND OPERATIONS MEMORANDUM NO. 76

Service Contract Act of 1965

Attached is a copy of the Regulations the Secretary of Labor issued pursuant to the Service Contract Act of 1965 (P.L. 89-286). They were published in the Federal Register December 17, 1965.

Your attention is invited to the following points:

(1) All bid invitations, negotiated contracts, and purchase orders dated on or after January 20, 1966, for work subject to the Act must include the provisions either at § 4.6 or § 4.7 as appropriate. These provisions are being printed and stocked in Central Supply as follows:

Form AD-387, Labor Standards Provisions for Federal Service Contract Exceeding \$2,500.

Form AD-388, Labor Standards Provisions for Federal Service Contracts not Exceeding \$2,500.

Requisitions for these forms should be limited to a three month supply since it may become necessary to revise the forms.

(2) Notification of intent to make a contract subject to the Act in excess of \$2,500 must be filed 30 days prior to invitations for bids or start of negotiations. Therefore, notices must be filed soon for wage determinations pursuant to transactions that are planned in January 1966. It will be necessary to delay issuance of IFB's or beginning of negotiations until after expiration of the 30 day period. The Secretary of Labor may not issue Register of Wage Determinations initially. In this event the exemption in § 4.5 would apply.

These instructions will remain in effect until AGPR is amended to implement regulations of the Secretary of Labor pursuant to the Service Contract Act.

Any questions on this subject may be directed to the Contract and Procurement Management Division, Office of Plant and Operations, Extension 4071.

Attachments


T. M. Baldauf
Acting Director

PROCUREMENT 2

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

December 28, 1965

PLANT AND OPERATIONS MEMORANDUM NO. 97

FILED
PLANT AND OPERATIONSArea Operations Committees

Director's Files

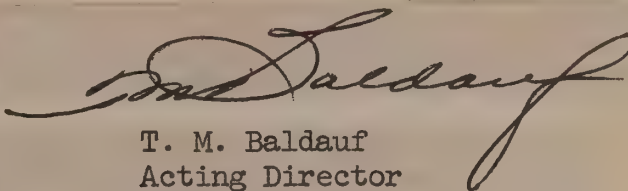
A review of the property utilization function of the three Area Operations Committees indicates that combining the paperwork of Areas 1 and 3 with that of Area 2 will result in a more efficient and economical operation. Accordingly, effective February 1, 1966, all declarations of excess personal property shall be sent to Area 2 for handling. The mailing address is:

Area 2 Operations Committee
c/o Farmers Home Administration
1520 Market Street
St. Louis, Missouri 63103

Areas 1 and 3 will include property items reported through January 31, 1966, on their excess lists which will be released around the first part of February. They will complete transfer authorizations, reports to GSA, HEW, etc., on the February lists. After the close out of these lists, any unfinished business will be transferred to Area 2 for handling.

Three Area Operations Committees will continue to function in the present geographical areas. Committee organization, functions, etc., as outlined in 4 AR Section 1.5, will continue to apply, except for the processing of all excess property declarations by Area 2.

Questions regarding this Memorandum should be directed to the Supply and Property Management Division of this office, Extension 4581.


T. M. Baldauf
Acting Director

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

March 31, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 98

GSA Advanced Record System (ARS)

The General Services Administration activated the Advanced Record System (ARS) February 17, 1966. This system replaces and upgrades the previous General Usage Teletypewriter System.

The Department Telegraph Office, Washington, D. C. and the Management Data Processing Center, New Orleans, Louisiana, are tributary stations on the ARS. These locations can now transmit teletypewriter messages direct to any station connected to the system. As in the past, all teletypewriter (telegrams) messages will be transmitted by the most economical means.

Due to changes in the method of billing by the General Services Administration for messages transmitted from the Department Telegraph Office, agencies will no longer be billed on an individual user basis. Instead, the Department will be billed for all messages transmitted from the Department Telegraph Office. These bills will not show usage by agency. The Office of Budget and Finance will shortly notify you of the distribution of these charges.

For information and distribution to field installations there is attached a current list of General Usage Stations installed and operated by the General Services Administration and Western Union. The charge per word for these facilities are:

Point to point on net	\$.037 per text word
Public Message and Teltex refile	.065 per text word
Telex refile	.03 per text word
TWX refile	.03 per text word
Foreign cable	Commercial cable rate

Those agencies having a need for teletypewriter services at any location may submit requirements with justification to the Office of Plant and Operations for analysis and consideration in accordance with 4 AR 1204. The base charge per ARS access line is \$160.00 per month plus station equipment rates with a monthly usage level of 335 minutes. Minute usage in excess of 335 minutes will be charged at \$.25 per minute. Traffic transmitted 8:00 P.M. to 8:00 A.M. (night, weekends, holidays) will be charged at \$.06 per minute up to 335 minutes and is not counted toward the monthly usage level. After the 335 minutes are reached, the rate then becomes \$.25 per minute.

CITIES SERVED BY THE GSA ARS TELETYPEWRITER SYSTEM

City	GSA-Western Union Sending Station Address *	Government Operated Receiving Station Address **
Charleston, W. Va.	Rm. B-15, New FOB, 500 Quarrier St. (GSA Operated)	Rm. B-15, New FOB, 500 Quarrier St.
Cheyenne, Wyo.	206 W. 16th St.	Rm. 107, FOB, 308 W. 21st. St.
Chicago, Ill.	Rm. 467, U.S. Cthse. & Fed. Bldg., 219 S. Dearborn, St. (GSA Operated)	Rm. 467, U.S. Cthse. & Fed. Bldg., 219 S. Dearborn, St.
Cincinnati, Ohio	4th & Walnut Sts.	Rm. 430, U.S. P.O. & Cthse. Bldg.
Cleveland, Ohio	2040 E. 7th St.	Rm. 10, FOB Public Sq. & Superior
Columbia, S. C.	1419 Main St.	1801 Assembly St., Veterans Bldg., Rm. 107
Columbus, Ohio	33 E. Gay St.	Rm. 504, New FOB, 85 Marconi Blvd.
Dallas, Texas	Rm. 1301, Santa Fe Bldg., 1114 Commerce St. (GSA Operated)	Rm. 1301, Santa Fe Bldg., 1114 Commerce St.
Denver, Colo.	Rm. 502, New Custom House, 19th & California Sts. (GSA Operated)	Rm. 502, New Custom House, 19th & California Sts.
Des Moines, Iowa	412 6th Ave.	Rm. 204, Fed. Bldg., 300 4th St.
Detroit, Mich.	536 Shelby St.	Rm. 1002, FOB
El Paso, Texas	401 N. Oregon	Rm. 147, Cthse.

CITIES SERVED BY THE GSA ARS TELETYPEWRITER SYSTEM

City	GSA-Western Union Sending Station Address *	Government Operated Receiving Station Address **
Forth Worth, Texas	316 Main St.	Rm. 2116, 300 W. Vickery
Hartford, Conn.	219 Pearl St.	G-26, Cthse. & FOB, 450 Main St.
Helena, Mont.	15 West Sixth Ave.	Rm. 104, FOB
Honolulu, Hawaii	Rm. 110, P.O. & Cthse. (GSA Operated)	Rm. 110, P.O. & Cthse.
Houston, Texas	620 Capitol	Rm. 6301, FOB
Indianapolis Ind.	20 N. Meridian St.	Rm. 326, U.S. P.O. & Cthse.
Jacksonville, Fla.	510 Hogan St.	Rm. 22, U.S. P.O. & Cthse., 311 W. Monroe St.
Kansas City, Mo.	Rm. 404, FOB, 911 Walnut St. (GSA Operated)	Rm. 404, FOB, 911 Walnut St.
Lincoln, Neb.	121 S. 10th St.	Rm. 423, Fed. Bldg., 129 N. 10th St.
Little Rock, Ark.	122 E. 2nd St.	Rm. 1128, FOB
Los Angeles, Calif.	Rm. 4033A, FOB 300 N. Los Angeles St. (GSA Operated)	Rm. 4033A, FOB 300 N. Los Angeles St.
Louisville, Ky.	407 W. Market St.	Rm. 234, P.O. & Fed. Bldg.
Memphis, Tenn.	32 South 2nd St.	Rm. 225, FOB, 167 N. Main St.

CITIES SERVED BY THE GSA ARS TELETYPEWRITER SYSTEM

City	GSA-Western Union Sending Station Address *	Government Operated Receiving Station Address **
Miami, Fla.	26 No. W. 3rd St.	Rm. 217, 51 S.W. 1st Ave.
Milwaukee, Wis.	318 E. Wisconsin	Rm. 451, U.S. P.O. & Cthse.
Minneapolis, Minn.	317 2nd Ave., So.	Rm. 29 B, 3rd & Washington
Nashville, Tenn.	311 Church St.	Rm. 115, U.S. Cthse. 801 Broadway
New Orleans, La.	Rm. 602, FOB, 600 South St. (GSA Operated)	Rm. 602, FOB, 600 South St.
New York, N.Y.	582-641 Wash. St. (GSA Operated)	582-641 Wash. St.
Nogales, Ariz.	Rm. 200, U.S. Custom- Immig. Bldg., International St. & Terrace Ave. (GSA Operated)	Rm. 200, U.S. Custom- Immig. Bldg., International St. & Terrace Ave.
Okla. City, Okla.	400 N. Broadway	Rm. 1420, Fed. Bldg.
Omaha, Nebr.	1323 Farham	Rm. 1311, FOB 215 No. 17th St.
Philadelphia, Pa.	Rm. 110-112, U.S. Custom Hse. & Appraisers Stores, 2nd & Chestnut (GSA Operated)	Rm. 110-112, U.S. Custom Hse. & Appraisers Stores, 2nd & Chestnut
Phoenix, Ariz.	Rm. 3441, Fed. Bldg. 230 N. 1st Ave. (GSA Operated)	Rm. 3441, Fed. Bldg. 230 N. 1st Ave.
Pittsburgh, Pa.	710 Smithfield	Rm. 445, FOB, 1000 Liberty Ave.

CITIES SERVED BY THE GSA ARS TELETYPEWRITER SYSTEM

City	GSA-Western Union Sending Station Address *	Government Operated Receiving Station Address **
Portland, Me.	244 Middle St.	Rm. 329A Fed. Bldg., 156 Federal St.
Portland, Oreg.	Rm. 209, New U.S. Cthse., 620 S.W. Main St. (GSA Operated)	Rm. 209, New U.S. Cthse., 620 S.W. Main St.
Providence, R.I.	37 Kennedy Plaza	Rm. 326, U.S. P.O. Annex Exchange Terrace
Raleigh, N.C.	215 West Martin St.	201 W. Cabarrus St.
Richmond, Va.	Rm. 1213, FOB, 400 N. 8th St. (GSA Operated)	Rm. 1213, FOB, 400 N. 8th St.
Sacramento, Calif.	1109 9th St.	Rm. 8515, FOB Cthse, 650 Capital Mall
St. Louis, Mo.	Rm. 113, New Fed. Record Ctr., 111 Winnebago St. (GSA Operated)	Rm. 113, New Fed. Record Ctr., 111 Winnebago St.
Salt Lake City, Utah	Rm. 2419, FOB, 125 So. State St. (GSA Operated)	Rm. 2419, FOB, 125 So. State St.
San Antonio, Texas	129 W. Commerce	Rm. 231, P.O. Bldg.
San Diego, Calif.	341 Plaza	Rm. 210, Dabkovich Bldg. 3211 5th Ave.
San Francisco, Calif.	Rm. 8026, 450 Golden Gate Ave. (GSA Operated)	Rm. 8026, 450 Golden Gate Ave.
Seattle, Wash.	Rm. 227, FOB, 909 1st Ave. (GSA Operated)	Rm. 227, FOB, 909 1st Ave.

CITIES SERVED BY THE GSA ARS TELETYPEWRITER SYSTEM

City	GSA-Western Union Sending Station Address *	Government Operated Receiving Station Address **
Spokane, Wash.	West 808 Sprague	Rm. 235, FOB
Syracuse, N.Y.	351 S. Warren St.	Rm. 306, FOB, Clinton Sq.
Tucson, Ariz.	98 East Broadway	Rm. 236B, Fed. Bldg. Scott & Broadway
Tulsa, Okla.	15 W. 5th St.	Rm. 225, Chamber Commerce Bldg.
Washington, D.C.	Rm. 6256, GS Regl. Ofc. Bldg., 7th & D Sts., S.W. (GSA Operated)	Rm. 6256, GS Regl. Ofc. Bldg., 7th & D Sts., S.W.
Wichita, Kans.	158 N. Topeka	Rm. 209, FOB, 418 S. Main St.

* Column 2 indicates the location of the GSA operated "Sending Stations" and the combined GSA/WU Stations.

** Column 3 indicates government operated "Receiving Only". Stations.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

October 10, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 98, SUPPLEMENT 1

GSA Advanced Record System (ARS)

The General Services Administration has rearranged the Advanced Record System (ARS) service at several locations effective September 26, 1966, and has also increased the point to point on net rate to \$0.047 per text word.

Plant and Operations Memorandum No. 98, dated March 31, 1966, should be changed as follows:

Delete:

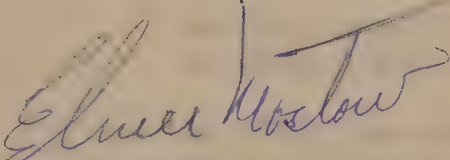
"Point to point on net \$0.037 per text word"

In lieu thereof insert:

"Point to point on net \$0.047 per text word"

In addition, delete the attachment thereto CITIES SERVED BY THE GSA ARS TELETYPEWRITER SYSTEM in its entirety, and insert the attached revision (same title).

Any questions regarding the above may be directed to Mr. O. A. Hopper, Real Estate Management Division, Washington, D. C. (Telephone 202-388-5225).


Elmer Mostow
Director

Attachment



TELECOMMUNICATIONS 3

The National Association of Public Health
and the National Association of County and City Health Officials

"How does the NACCHO

and the National Association of County and City Health Officials

and the National Association of County and City Health Officials

"How does the NACCHO

and the National Association of County and City Health Officials

and the National Association of County and City Health Officials

and the National Association of County and City Health Officials

and the National Association of County and City Health Officials

CITIES SERVED BY THE GSA ARS TELETYPEWRITER SYSTEM
(REVISED SEPTEMBER 26, 1966)

City	GSA Sending Station Address*	Government Operated Receiving Station Address**
Aberdeen, S. Dak.	Minneapolis, Minn. 612-334-2966	Rm. 24, U.S. P.O. & Cthse., 4th & Lincoln
Albany, N. Y.	New York, N. Y. 212-620-5765	Rm. 323, FOB, 445 Broadway
Albuquerque, N. Mex.	Rm. 1407, FOB, 517 Gold Ave., S.W.	Rm. 1407, FOB, 517 Gold Ave., S.W.
Atlanta, Ga.	Rm. 146-D, Peachtree 7th Bldg., 50-7th St., N.E.	Rm. 146-D, Peachtree 7th Bldg., 50-7th St., N.E.
Austin, Texas	Rm. G-140, FCB, 300 E. 8th St.	Rm. G-140, FCB, 300 E. 8th St.
Baltimore, Md.	Washington, D. C. 202-963-3425	Rm. 29, U.S. Custom House, 40 S. Gay St.
Berkeley, Calif.	San Francisco, Calif. 415-556-2544	Rm. 205, 1960 Addison St.
Birmingham, Ala.	Atlanta, Ga. 404-526-5921	Rm. 511, North Bldg., 2121 8th Ave., North
Boise, Idaho	Portland, Ore. 503-226-3578	Rm. 406, U.S. P.O. & Cthse. Bldg.
Boston, Mass.	Rm. 604, U.S. P.O. & Cthse. Bldg., P.O. Sq.	Rm. 604, U.S. P.O. & Cthse. Bldg., P.O. Sq.
Buffalo, N. Y.	New York, N. Y. 212-620-5765	Rm. 112, U.S. Cthse., 68 Court St.
Burlington, Vt.	Rm. 237, New FOB, 11 Elmwood Ave.	Rm. 237, New FOB, 11 Elmwood Ave.
Charleston, W. Va.	Rm. B-15, New FOB, 500 Quarrier St.	Rm. B-15, New FOB, 500 Quarrier St.
Chicago, Ill.	Rm. 467, U.S. Cthse. & Fed. Bldg., 219 S. Dearborn St.	Rm. 467, U.S. Cthse. & Fed. Bldg., 219 S. Dearborn St.

ack 5/5

CITIES SERVED BY THE GSA ARS TELETYPEWRITER SYSTEM
(REVISED SEPTEMBER 26, 1966)

City	GSA Sending Station Address*	Government Operated Receiving Station Address**
Cincinnati, Ohio	Rm. 434, U.S. P.O. & Cthse. Bldg., 5th & Walnuts Sts.	Rm. 434, U.S. P.O. & Cthse. Bldg., 5th & Walnuts Sts.
Cleveland, Ohio	Rm. 507, FOB, Public Sq. & Superior	Rm. 507, FOB, Public Sq. & Superior
Columbia, S. C.	Atlanta, Ga. 404-526-5921	1801 Assembly St., Veterans Bldg., Rm. 107
Columbus, Ohio	Chicago, Ill. 312-828-5520	Rm. 504, New FOB, 85 Marconi Blvd.
Dallas, Texas	Rm. 1301, Santa Fe Bldg., 1114 Commerce St.	Rm. 1301, Santa Fe Bldg., 1114 Commerce St.
Denver, Colo.	Rm. 502, New Custom House, 19th & California Sts.	Rm. 502, New Custom House, 19th & California Sts.
Des Moines, Iowa	Kansas City, Mo. 816-374-3056	Rm. 204, FOB, 300 4th St.
Detroit, Mich.	Rm. 1002-A, FOB, 231 W. Lafayette St.	Rm. 1002-A, FOB, 231 W. Lafayette St.
El Paso, Texas	Rm. 147, U.S. Cthse. 511 San Antonio St.	Rm. 147, U.S. Cthse. 511 San Antonio St.
Fort Worth, Texas	Rm. 13A29, 819 Taylor St.	Rm. 13A29, 819 Taylor St.
Hartford, Conn.	Boston, Mass. 617-223-2645	G-26, Cthse. & FOB, 450 Main St.
Helena, Mont.	Seattle, Wash. 206-583-5353	Rm. 104, FOB,
Honolulu, Hawaii	Rm. 110, P.O. & Cthse.	Rm. 110, P.O. & Cthse.
Houston, Texas	Dallas, Texas 214-749-2613	Rm. 6301, FOB
Indianapolis, Ind.	Chicago, Ill. 312-828-5520	Rm. 326, U.S. P.O. & Cthse.



CITIES SERVED BY THE GSA ARS TELETYPEWRITER SYSTEM
(REVISED SEPTEMBER 26, 1966)

City	GSA Sending Station Address*	Government Operated Receiving Station Address**
Jacksonville, Fla.	Rm. 18, U.S. P.O. & Cthse., 311 W. Monroe St.	Rm. 18, U.S. P.O. & Cthse. 311 W. Monroe St.
Kansas City Mo.	Rm. 404, FOB, 911 Walnut St.	Rm. 404, FOB, 911 Walnut St.
Little Rock, Ark.	Dallas, Texas 214-749-2613	Rm. 1128, FOB
Los Angeles, Calif.	Rm. 4033A, FOB, 300 N. Los Angeles St.	Rm. 4033A, FOB, 300 N. Los Angeles St.
Louisville, Ky.	Chicago, Ill. 312-828-5520	Rm. 234, U.S. P.O. & FOB
Memphis, Tenn.	Atlanta, Ga. 404-526-5921	Rm. 225, FOB, 167 N. Main St.
Miami, Fla.	Rm. 217, 51 S.W. 1st Ave.	Rm. 217, 51 S.W. 1st Ave.
Milwaukee, Wis.	Rm. 451, U.S. P.O. & Cthse. 517 Wisconsin Ave.	Rm. 451, U.S. P.O. & Cthse. 517 Wisconsin Ave.
Minneapolis, Minn.	Rm. 166, FOB, 3rd Ave., South & Wash. Sts.	Rm. 166, FOB, 3rd Ave., South & Wash. Sts.
Nashville, Tenn.	Atlanta, Ga. 404-526-5921	Rm. 115, U.S. Cthse. 801 Broadway
New Orleans, La.	Rm. 602, FOB, 600 South St.	Rm. 602, FOB, 600 South St.
New York, N. Y.	582-641 Wash. St.	582-641 Wash. St.
Nogales, Ariz.	Rm. 200, U.S. Custom-Immig. Bldg., International St. & Terrace Ave.	Rm. 200, U.S. Custom-Immig. Bldg., International St. & Terrace Ave.
Oklahoma City, Okla.	Dallas, Texas 214-749-2613	Rm. 1420, FOB

UNITED STATES DEPARTMENT OF AGRICULTURE

Name of the person or firm to whom the order is issued	Quantity of material ordered	Remarks
J. H. Smith, Jr.	100 bushels	For seed
J. H. Smith, Jr.	50 bushels	For seed
J. H. Smith, Jr.	25 bushels	For seed
J. H. Smith, Jr.	10 bushels	For seed
J. H. Smith, Jr.	5 bushels	For seed
J. H. Smith, Jr.	2 bushels	For seed
J. H. Smith, Jr.	1 bushel	For seed
J. H. Smith, Jr.	1/2 bushel	For seed
J. H. Smith, Jr.	1/4 bushel	For seed
J. H. Smith, Jr.	1/8 bushel	For seed
J. H. Smith, Jr.	1/16 bushel	For seed
J. H. Smith, Jr.	1/32 bushel	For seed
J. H. Smith, Jr.	1/64 bushel	For seed
J. H. Smith, Jr.	1/128 bushel	For seed
J. H. Smith, Jr.	1/256 bushel	For seed

CITIES SERVED BY THE GSA ARS TELETYPEWRITER SYSTEM
(REVISED SEPTEMBER 26, 1966)

City	GSA Sending Station Address*	Government Operated Receiving Station Address**
Omaha, Nebr.	Kansas City, Mo. 816-374-3056	Rm. 1311, FOB, 215 N 17th St.
Philadelphia, Pa.	Rm. 110-112, U.S. Custom House & Appraisers Stores 2nd & Chestnut	Rm. 110-112, U.S. Custom House & Appraisers Stores 2nd & Chestnut
Phoenix, Ariz.	Rm. 3441, FOB, 230 N 1st Ave.	Rm. 3441, FOB, 230 N 1st Ave.
Pittsburgh, Pa.	Philadelphia, Pa. 215-597-4370	Rm. 445, FOB, 1000 Liberty Ave.
Portland, Oreg.	Rm. 209, New U.S. Cthse. 620 S.W. Main St.	Rm. 209, New U.S. Cthse. 620 S.W. Main St.
Raleigh, N. C.	Atlanta, Ga. 404-526-5921	201 W. Cabarrus St.
Richmond, Va.	Rm. 1213, FOB, 400 N. 8th St.	Rm. 1213, FOB, 400 N. 8th St.
Sacramento, Calif.	Rm. 8515, FOB Cthse. 650 Capital Mall	Rm. 8515, FOB Cthse. 650 Capital Mall
St. Louis, Mo.	Rm. 113, New Fed. Record Center, 111 Winnebago St.	Rm. 113, New Fed. Record Center, 111 Winnebago St.
Salt Lake City, Utah	Rm. 2419, FOB, 125 S. State St.	Rm. 2419, FOB, 125 S. State St.
San Antonio, Texas	Dallas, Texas 214-749-2613	Rm. 231, P.O. Bldg.
San Diego, Calif.	Los Angeles, Calif. 213-688-3240	Rm. 210, Dabkovich Bldg., 3211 5th Ave.
San Francisco, Calif.	Rm. 8026, 450 Golden Gate Ave.	Rm. 8026, 450 Golden Gate Ave.
Seattle, Wash.	Rm. 227, FOB, 909 1st Ave.	Rm. 227, FOB, 909 1st Ave.

CITIES SERVED BY THE GSA ARS TELETYPEWRITER SYSTEM
(REVISED SEPTEMBER 26, 1966)

City	GSA Sending Station Address*	Government Operated Receiving Station Address**
Spokane, Wash.	Seattle, Wash. 206-583-5353	Room 235, FOB
Tucson, Ariz.	Phoenix, Ariz. 602-261-3291	Rm. 236B, FOB, Scott & Broadway
Tulsa, Okla.	Dallas, Texas 214-749-2613	Rm. 225, Chamber of Commerce Bldg.
Washington, D. C.	Rm. 6256, GSA ROB 7th & D Sts., S.W.	Rm. 6256, GSA ROB 7th & D Sts., S.W.
Wichita, Kans.	Kansas City, Mo. 816-374-3056	Rm. 209, FOB, 418 S. Main St.

* Column 2 indicates the location of the GSA operated "Sending Stations."

** Column 3 indicates Government operated "Receiving Stations."

.....

.....		
.....		
.....		
.....		
.....		
.....		
.....		
.....		
.....		
.....		

.....

In addition to the preceding ARS locations, the stations listed below will honor telephone requests for transmission of messages. If agencies determine that the ARS is the most economical and efficient method of transmitting messages, call the below listed locations on FTS and request the service.

<u>State</u>	<u>ARS General Usage Stations</u>	
Alabama	Atlanta, Ga.	404-526-5921
Arizona	Phoenix, Ariz.	602-261-3291
Arkansas	Dallas, Texas	214-749-2613
California (Northern	San Francisco, Calif.	415-556-2544
California (Southern	Los Angeles, Calif.	213-688-3240
Colorado	Denver, Colo.	303-297-4372
Connecticut	Boston, Mass.	617-223-2645
Delaware	New York City	212-620-5765
Florida (Northern	Jacksonville, Fla.	904-354-7617
Florida (Southern	Miami, Fla.	305-350-5176
Georgia	Atlanta, Ga.	404-526-5921
Idaho	Portland, Oreg.	503-226-3578
Illinois	Chicago, Ill.	312-828-5520
Indiana	Chicago, Ill.	312-828-5520
Iowa	Kansas City, Mo.	816-374-3056
Kansas	Kansas City, Mo.	816-374-3056
Kentucky	Chicago, Ill.	312-828-5520
Louisiana	New Orleans, La.	504-527-6642
Maine	Boston, Mass.	617-223-2645
Maryland	Washington, D. C.	202-963-3425
Massachusetts	Boston, Mass.	617-223-2645
Michigan	Detroit, Mich.	313-226-6127
Minnesota	Minneapolis, Minn.	612-334-2966
Mississippi	Atlanta, Ga.	404-526-5921
Missouri	Kansas City, Mo.	816-374-3056
Montana	Seattle, Wash.	206-583-5353
Nebraska	Kansas City, Mo.	816-374-3056
Nevada	San Francisco, Calif.	415-556-2544
New Hampshire	Boston, Mass.	617-223-2645
New Jersey (Bordering Philadelphia	Philadelphia, Pa.	215-597-4370
New Jersey (All Other	New York City	212-620-5765
New Mexico	Denver, Colo.	303-297-4372
New York	New York City	212-620-5765
North Carolina	Atlanta, Ga.	404-526-5921
North Dakota	Minneapolis, Minn.	612-334-2966
Ohio (Northern	Cleveland, Ohio	216-241-7531
Ohio (Southern	Cincinnati, Ohio	513-684-2507
Oklahoma	Dallas, Texas	214-749-2613
Oregon	Portland, Oreg.	503-226-3578
Pennsylvania	Philadelphia, Pa.	215-597-4370
Rhode Island	Boston, Mass.	617-223-2645
South Carolina	Atlanta, Ga.	404-526-5921

StateARS General Usage Stations

South Dakota	Minneapolis, Minn.	612-334-2966
Tennessee	Atlanta, Ga.	404-526-5921
Texas	Dallas, Texas	214-749-2613
Utah	Salt Lake City, Utah	801-524-5263
Vermont	Boston, Mass.	617-223-2645
Virginia	Richmond, Va.	703-649-2202
Washington	Seattle, Wash.	206-583-5353
West Virginia	Charleston, W. Va.	304-343-1355
Wisconsin	Milwaukee, Wis.	414-272-3986
Wyoming	Denver, Colo.	303-297-4372

The General Services Administration has advised subscribers in affected cities through their Regional Offices.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

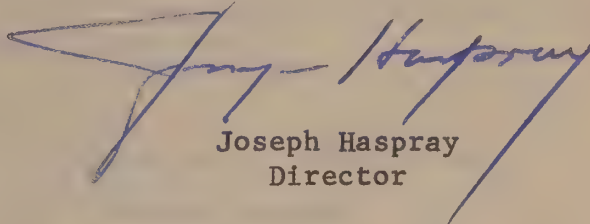
April 27, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 99

Inclusion of Equal Employment Opportunity
Provision in Government Bills of Lading

The Comptroller General of the United States in a letter (B-109776) dated March 7, 1966, advised that when existing supplies of Government bills of lading are exhausted and when new stocks are ordered, the language of Condition 9 on the back thereof will conform to the equal employment opportunity provisions of Executive Order 11246. In the meantime, action should not be taken to modify bills of lading presently in stock as required by Plant and Operations Memorandum No. 56, Supplement 8, dated September 20, 1963. Condition 9 as it now reads is adequate to notify all interested parties of the applicability of appropriate nondiscrimination provisions to Government bill of lading contracts.

Plant and Operations Memorandum No. 56, Supplement 8, is rescinded and superseded by this Memorandum.


Joseph Haspray
Director

S/S

CIVIL RIGHTS |

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

April 27, 1966

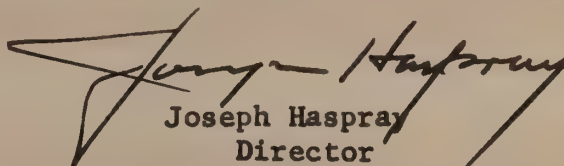
PLANT AND OPERATIONS MEMORANDUM NO. 100

Use of Postage-Paid Business Reply Mailers

Periodical publishers and sales agents often send postage-paid envelopes or cards with their subscription renewal notices. This is sometimes a convenience to the subscriber who wants to renew. It also saves the cost of postage.

We believe that USDA offices are not making the fullest possible use of these postage-paid items. It is true that the envelopes are not always the right size, and they do not always reach the procurement office. Nevertheless, it is felt that useage could be increased considerably, with a little effort.

Agencies should take reasonable steps to promote use of these postage-paid items. Subscribing offices should be asked to forward them to procurement offices. Procurement offices should be encouraged to use them whenever practicable.


Joseph Haspray
Director

MAIL 6

5/2

Two of the most important

... of the ...
... of the ...
... of the ...
... of the ...

... of the ...
... of the ...
... of the ...
... of the ...

... of the ...
... of the ...
... of the ...
... of the ...

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

June 22, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 101

Promulgation of GSA Bulletin FPMR No. F-16
FTS Agency Identification Symbols

The FPMR provides for the use of identification symbols when placing official long distance telephone calls to and from commercial telephones over the FTS voice network.

The identification symbols will be assigned by the General Services Administration Regional Offices consisting of six digits. This symbol is identified as follows:

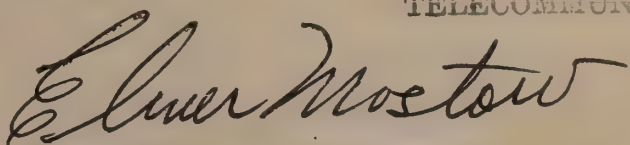
- a. First digit - Identifies the GSA Region issuing the symbol.
- b. Second digit - Arbitrary number - the numeral 3 has been assigned.
- c. Third and Fourth digits - 12 identifies the Department of Agriculture.
- d. Fifth and Sixth digits - Identifies the agency. Agency identification numbers are assigned on reverse side.

EXAMPLE: 331203 relates to the General Services Administration, Region 3, as the assigning office; Number 3 arbitrary number; Numbers 12, U. S. Department of Agriculture and Number 03, Consumer and Marketing Service. The last four digits may be used when FTS usage is sampled.

These symbols will be revised from time to time to insure that only authorized personnel are in possession of them. Agencies will issue GSA Form 1876, FTS Authorization Card, to personnel authorized to place calls to and from commercial telephones over the FTS voice network. These forms will be available from our Central Supply Section, upon requisition. However, field agencies should order Form 1876 from the General Services Administration Region serving their offices.

The above identification becomes effective July 1, 1966. Any questions regarding implementation of this system may be directed to Mr. O. A. Hopper, Telecommunications Specialist, Extension 5225.

TELECOMMUNICATIONS /-


Elmer Mostow
Director

all S/S



I have been thinking of you very much lately,
and wondering how you are getting on.

My love to you and the children.

Yours truly,

John Doe

Enclosed find a small photograph of the children.

I hope you will like it. They are all well and happy.

I am sure you will be glad to hear from them. I will write again soon.

John Doe

U. S. DEPARTMENT OF AGRICULTURE, FTS SYMBOLS

<u>Department and Agency Identification</u>	<u>Identification Code</u>	
	<u>Department</u>	<u>Agency</u>
<u>U. S. DEPARTMENT OF AGRICULTURE</u>	12	00
Agricultural Stabilization and Conservation Service		01
Consumer and Marketing Service		03
Agricultural Research Service		05
Farmers Home Administration		15
Federal Crop Insurance Corporation		17
Federal Extension Service		19
Foreign Agricultural Service		21
Forest Service		23
International Agricultural Development Service		27
Rural Electrification Administration		31
Secretary, Office of*		33
Soil Conservation Service		35

*Offices not listed above will use 33



THE HISTORY OF THE UNITED STATES

OF THE UNITED STATES OF AMERICA

BY

WILLIAM F. STANTON

OF THE UNITED STATES OF AMERICA

AND

OF THE UNITED STATES OF AMERICA

OF THE UNITED STATES OF AMERICA

OF THE UNITED STATES OF AMERICA

OF THE UNITED STATES OF AMERICA

OF THE UNITED STATES OF AMERICA

OF THE UNITED STATES OF AMERICA

OF THE UNITED STATES OF AMERICA

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 13, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 102

Procurement of Office Machines and Supplies
Fiscal Year 1967

Most Federal Supply Schedule contracts for office machines, and some supply type contracts, offer substantial discounts on quantity purchases. Due to decentralized purchasing in most agencies, as well as limited requirements for office machines and supplies in those agencies where purchasing is centralized, maximum available discounts rarely can be obtained on a single agency basis.

Arrangements have been concluded with the Federal Supply Schedule contractors listed below, under which they will accept blanket purchase orders or consolidated orders on a Department-wide basis, that provide for maximum discounts during the fiscal year 1967.

1. Burroughs Corporation. See Attachment "A" for blanket purchase order number and details of the agreement.
2. Facit-Odhner, Inc. See Attachment "B" for blanket purchase order numbers and details of the agreement.
3. Friden, Inc. See Attachment "C" for blanket purchase number and details of the agreement.
4. Phillip A. Hunt Chemical Corporation. See Attachment "D" for blanket purchase order number and details of the agreement.
5. Monroe International, Inc. See Attachment "E" for blanket purchase order number and details of the agreement.
6. National Cash Register Company. See Attachment "F" for blanket purchase order number and details of the agreement.
7. Olivetti-Underwood Corporation. See Attachments "G", "H", and "I" for blanket purchase order numbers and details of the agreements.
8. Pitney-Bowes, Inc. See Attachments "J", "K", and "L" for blanket purchase order numbers and details of the agreements.

PROCUREMENT

9. Remington Rand (Adding Machines and Printing Calculators). Remington has agreed to accept accumulated orders totaling 50 or more machines. Under this arrangement, agency purchasing offices will prepare purchase orders in the usual manner, at prices for 50 or more machines (both adding machines and printing calculators) and forward them to the Supply and Property Management Division, Office of Plant and Operations, U.S. Department of Agriculture, Washington, D.C. 20250. The S&PM Division will promptly release orders to Remington upon their receipt.
10. Remington Rand (Typewriters). Remington will accept blanket purchase orders for typewriters only on an individual agency basis. Attachment "M" is the format of a letter agreement that each agency headquarters office should submit to Remington for acceptance. They have agreed, informally, to accept orders from Federal Crop Insurance Corporation, Foreign Agricultural Service, and Rural Electrification Administration referenced to the blanket purchase order number assigned by the Office of Management Services. OMS, therefore, will furnish these three agencies with copies of its agreement when approved by Remington.
11. SCM Corporation. See Attachments "N" and "O" for blanket purchase order number and details of the agreement.
12. Victor Comptometer Corporation. See Attachment "P" for blanket purchase order number and details of the agreement.
13. Royal Typewriter Co., Inc. Royal has agreed to accept accumulated orders totaling 50 or more electric typewriters and 100 or more manual typewriters. Under this arrangement, agency purchasing offices will prepare purchase orders in the usual manner, at prices for 50 or more electric and 100 or more manual typewriters, and forward them to the Supply and Property Management Division, Office of Plant and Operations, U.S. Department of Agriculture, Washington, D.C. 20250. The Supply and Property Management Division will promptly release orders to Royal upon their receipt. (See Attachment "Q" for Royal letter agreement.)

Blanket purchase arrangements that later may be worked out with other FSS contractors will be announced in Supplements to this Memorandum.

It is not the intent of this Memorandum to favor the equipment or supplies of one Company over that of another. Rather, it is a means whereby agency purchasing officers may take advantage of the maximum discounts available under Federal Supply Schedule contracts. In view of substantial savings that accrue through use of Blanket Purchase Arrangements, the agencies shall use the Federal Supply Schedule Con-

(3)

tractors listed in this Memorandum as primary sources of supply. The responsibility for acquiring office machines and supplies at the least cost to the Government, all factors considered, in accordance with Subpart 101-26.408-3 of the Federal Property Management Regulations, rests with agency purchasing officers. They are expected to faithfully exercise that responsibility.

Questions concerning this Memorandum or implementation of the arrangements involved should be directed to the Supply and Property Management Division of this Office, Extension 4581.

A handwritten signature in cursive script, appearing to read "Elmer Mostow".

Elmer Mostow
Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

June 17, 1966

Burroughs Corporation
1739 H Street, N.W.
Washington, D.C. 20006

Gentlemen:

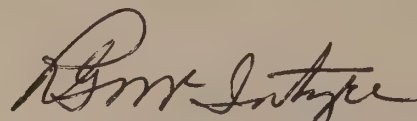
This will advise you of the intent of the U.S. Department of Agriculture to purchase from your Company 50 or more adding machines during the 1967 fiscal year beginning July 1, 1966 under Purchase Order No. P&O-120-67, in accordance with your contract with the General Services Administration in effect for the period indicated.

The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for 50 or more machines.
2. The total amount of suborders placed under the cited purchase order number will not exceed \$25,000. Your Company will notify this office when the total amount of suborders reaches this dollar limitation.
3. Each purchasing office will send suborders directly to your Company at the Washington, D.C., address.
4. Your Company will send invoices for machines delivered to the billing address shown on each suborder.
5. If machines purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.
6. Your Company will furnish this office, quarterly, with a statement of the total number of machines and total sales price of such machines ordered by Agriculture agencies.

Please indicate your acceptance of the provisions of this letter in the space provided below.

Sincerely yours,



R.G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By:


Burroughs Corporation

Date:

6-17-66

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

July 5, 1966

Facit-Odhner, Inc.
4600 Connecticut Avenue, N.W.
Washington, D.C. 20080

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase office machines from your Company, during the fiscal year 1967, under the blanket purchase order numbers and in the quantities shown below. This arrangement is in accordance with your contracts with the General Services Administration for the period indicated.

<u>Type of Machine</u>	<u>Quantity</u>	<u>Purchase Order Number</u>
Electric Typewriters	50 or more	P&O-230-67
Manual Typewriters	100 or more	P&O-240-67
Adding and/or Calculating Machines	25 or more	P&O-250-67

The following points are to clarify the handling of suborders placed under the above cited purchase order numbers:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the applicable cited purchase order number, and will be written at prices established for the number of machines shown above.
2. The total amount of suborders placed against each of the cited purchase order numbers will not exceed \$25,000. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
3. Each purchasing office will send suborders directly to:

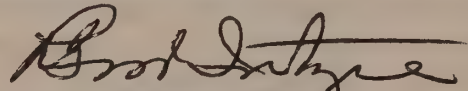
Facit-Odhner, Inc.
4600 Connecticut Avenue, N.W.
Washington, D.C. 20008

4. Your Company will send invoices for machines delivered to the billing address shown on each suborder.

5. If machines purchased under the cited purchase order numbers are not sufficient to qualify for the discounts taken, each ordering office, by virtue of placing suborders under the cited purchase order numbers, agrees to accept a charge for the unearned discounts. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.
6. Your Company will furnish this office, quarterly, with a statement of the total dollar amount of machines purchased and discounts earned.

Please indicate your acceptance of this arrangement in the space provided below.

Sincerely yours,



R.G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By:


Facit-Odhner, Inc.

Date:

7-5-66

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 5, 1966

Friden, Inc.
1724 Wisconsin Ave., N.W.
Washington, D.C. 20007

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your Company 50 or more adding machines (Item No. 50-94-4) during the 1967 fiscal year beginning July 1, 1966, under Purchase Order No. P&O-340-67, in accordance with your contract GS-00S-54620 with the General Services Administration.

The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for 50 or more machines.
2. The total amount of suborders placed against the cited purchase order number will not exceed \$25,000. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
3. Each purchasing office will send suborders directly to your Company at the Washington, D.C. address.
4. Your Company will send invoices for machines delivered to the billing address shown on each suborder.
5. If machines purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.

6. Your Company will furnish this office, quarterly, with a statement of the total dollar amount of machines purchased and discounts earned.

Please indicate your acceptance of the provisions of this letter in the space provided below.

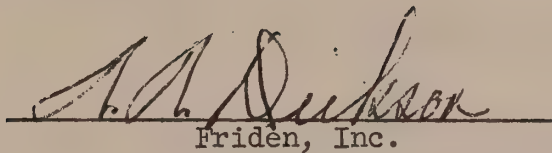
Sincerely yours,



R.G. McIntyre, Chief
Supply and Property
Management Division

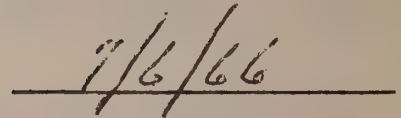
ACCEPTED:

By:



Friden, Inc.

Date:



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

June 16, 1966

Phillip A. Hunt Chemical
Corporation
1030 - 15th Street, N.W.
Washington, D.C. 20005

Gentlemen:

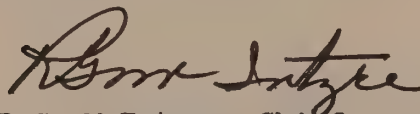
This will advise you of the intent of the U.S. Department of Agriculture to purchase from your Corporation 25 or more cartons of Graph-O-Print Toner (for use with Xerox Office copiers, Models 813, 420, 720 and 914), and/or Star Print Toner (for use with Xerox 2400), for delivery only in the Continental United States, during the fiscal year 1967, beginning July 1, 1966, under blanket purchase order number P&O-300-67, in accordance with your contract GS-OOS-59665 with the General Services Administration.

The following provisions will govern the handling of suborders placed under the above blanket purchase order number:

1. Suborders may be written by any purchasing officer of any agency of the Department of Agriculture. Each suborder will be referenced to the blanket purchase order number, and will be written at the contract price for 25 or more cartons, (\$40.20 per carton).
2. Suborders will be sent by ordering offices directly to the Hunt sales office nearest the point of delivery.
3. Your Corporation will send invoices for payment directly to the billing address shown on each suborder.
4. The total amount of suborders placed under the blanket purchase order number will not exceed \$25,000. Your Corporation will notify this office should the total amount of suborders reach this dollar limitation.
5. If, for any reason, toner purchased under this blanket arrangement proves to be unsatisfactory, your Corporation will accept return of any unused portion thereof and reimburse the Government in full for the quantity returned.

Please indicate your acceptance of the provisions of this letter in the space provided below.

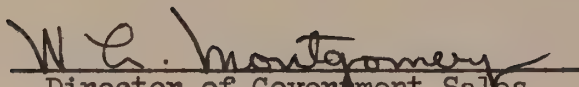
Sincerely yours,



R.G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By:



Director of Government Sales
Monroe International, Inc.

Date:

July 7 '66

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 5, 1966

The National Cash Register Company
Government Sales Division
4900 Massachusetts Avenue, N.W.
Washington, D.C. 20016

Gentlemen:

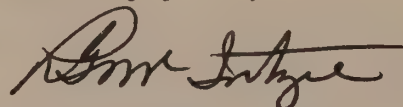
This advises you of the intent of the U.S. Department of Agriculture to purchase from your Company 100 or more adding machines during the 1967 fiscal year beginning July 1, 1966, under Purchase Order No. P&O-180-67, in accordance with your contract with the General Services Administration for the period indicated.

The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for 100 or more machines.
2. The total amount of suborders placed under the cited purchase order number will not exceed \$25,000. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
3. Each purchasing office will send suborders directly to your Company at the Washington, D.C., address.
4. Your Company will send invoices for machines delivered to the billing address shown on each suborder.
5. If machines purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Any unearned discounts will be billed by your Company on a pro rata basis against suborders filled.
6. Your Company will furnish this office, quarterly, with a statement of the total dollar amount of machines purchased and discounts earned.

Please indicate your acceptance of this letter in the space provided below.
It is understood that this agreement does not include Data Processing Equipment nor Desk Model Bookkeeping or Accounting machines.

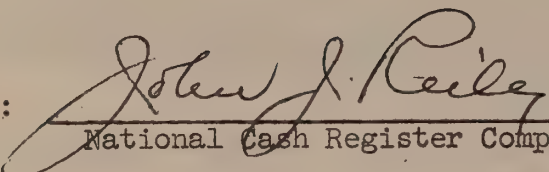
Sincerely yours,



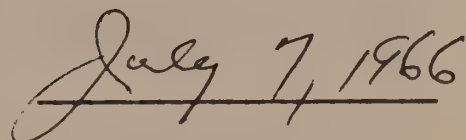
R.G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By:


National Cash Register Company

Date:



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

June 20, 1966

Olivetti Underwood Corporation
1146 - 19th Street, N.W.
Washington, D.C. 20036

Gentlemen:

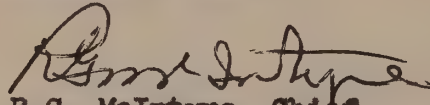
This will advise you of the intent of the U.S. Department of Agriculture to purchase from your Company 100 or more manual typewriters during the 1967 fiscal year beginning July 1, 1966, under Purchase Order No. P&O-100-67, in accordance with your contract with the General Services Administration in effect for the period indicated.

The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for 100 or more machines.
2. The total amount of suborders placed against the cited purchase order number will not exceed \$25,000. Your Company will notify this office when the total amount of suborders reaches this dollar limitation.
3. Each purchasing office will send suborders directly to your Company at the Washington, D.C., address.
4. Your Company will send invoices for machines delivered to the billing address shown on each suborder.
5. If machines purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.
6. Your Company will furnish this office, quarterly, with a statement of the total number of manual typewriters and the total sales price of each category ordered by Agriculture agencies.

Please indicate your acceptance of the provisions of this letter in the space provided below.

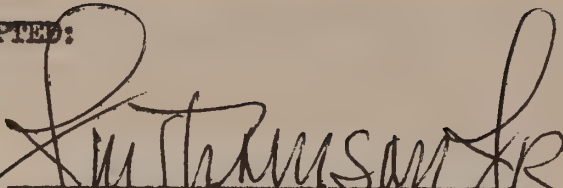
Sincerely yours,



R.G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By:


Olivetti Underwood Corporation

Date:

6/22/66

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

June 20, 1966

Olivetti Underwood Corporation
1146 - 19th Street, N.W.
Washington, D.C. 20036

Gentlemen:

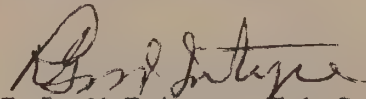
This will advise you of the intent of the U.S. Department of Agriculture to purchase from your Company 50 or more electric typewriters during the 1967 fiscal year beginning July 1, 1966, under Purchase Order No. P&O-105-67, in accordance with your contract with the General Services Administration in effect for the period indicated.

The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for 50 or more machines.
2. The total amount of suborders placed against the cited purchase order number will not exceed \$25,000. Your Company will notify this office when the total amount of suborders reaches this dollar limitation.
3. Each purchasing office will send suborders directly to your Company at the Washington, D.C., address.
4. Your Company will send invoices for machines delivered to the billing address shown on each suborder.
5. If machines purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.
6. Your Company will furnish this office, quarterly, with a statement of the total number of electric typewriters and the total sales price of each category ordered by Agriculture agencies.

Please indicate your acceptance of the provisions of this letter in the space provided below.

Sincerely yours,


R.G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By: 
Olivetti Underwood Corporation

Date: 6/22/66

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

June 20, 1966

Olivetti Underwood Corporation
1146 - 19th Street, N.W.
Washington, D.C. 20036

Gentlemen:

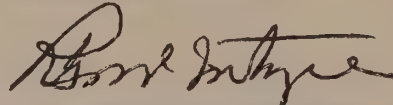
This will advise you of the intent of the U.S. Department of Agriculture to purchase from your Company 50 or more adding and/or calculating machines during the 1967 fiscal year beginning July 1, 1966, under Purchase Order No. P&O-140-67, in accordance with your contract with the General Services Administration in effect for the period indicated.

The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for 50 or more machines.
2. The total amount of suborders placed against the cited purchase order number will not exceed \$25,000. Your Company will notify this office when the total amount of suborders reaches this dollar limitation.
3. Each purchasing office will send suborders directly to your Company at the Washington, D.C. address.
4. Your Company will send invoices for machines delivered to the billing address shown on each suborder.
5. If machines purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.
6. Your Company will furnish this office, quarterly, with a statement of the total number and total sales price of machines ordered by Agriculture agencies.

Please indicate your acceptance of the provisions of this letter in the space provided below.

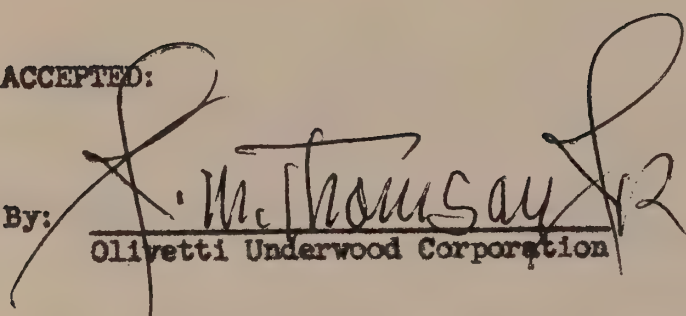
Sincerely yours,



R.G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By:



R. M. Thomsen
Olivetti Underwood Corporation

Date:

6/22/66

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

June 30, 1966

Pitney-Bowes, Inc.
1410 L Street, N.W.
Washington, D.C. 20005

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your Company during the 1967 fiscal year, 25 or more office machines covered by Federal Supply Schedule Contract GS-OOS-54645, renewal by Amendment No. 1, excluding folding machines, at list prices less 6% discount on each machine.

Blanket purchase order Numbers P&O-190-67 through P&O-199-67 are assigned for use in placing orders under FSS Contract GS-OOS-54645, Amendment No. 1. Ordering offices will show P&O-190-67 on all orders placed under the contract. When this blanket purchase order is filled, Pitney-Bowes, Inc., has been authorized to change incoming orders bearing Number P&O-190-67 to P&O-191-67, P&O-192-67, etc. as may be necessary. In doing so, however, they promptly will notify the ordering office in writing of the change in blanket purchase order numbers so that ordering office purchase order numbers may be changed accordingly.

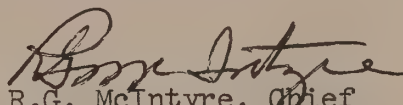
The following points are to clarify the handling of orders placed under the above cited blanket purchase order numbers:

- (1) Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be written at prices established for 25 or more machines, which is list price less 6% discount per machine.
- (2) The total amount of suborders placed under the cited purchase order numbers will not exceed \$25,000.
- (3) Each purchasing office will send suborders directly to your Company at the Washington, D.C., address.
- (4) Your Company will send invoices for machines delivered to the billing address shown on each suborder.

- (5) If machines purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order numbers, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.
- (6) Your Company will furnish this office, quarterly, with a statement of the total dollar amount of machines purchased and discounts earned.

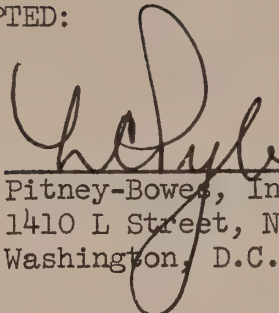
Please indicate your acceptance of this arrangement in the space provided below.

Sincerely yours,


R.G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By:


Pitney-Bowes, Inc.
1410 L Street, N.W.
Washington, D.C. 20050

Date:

7/1/66

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

June 30, 1966

Pitney-Bowes, Inc.
1410 L Street, N.W.
Washington, D.C. 20005

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your Company during the 1967 fiscal year, 25 or more folding machines covered by Federal Supply Schedule Contract GS-00S-59694, at list prices less 6% discount on each machine.

Blanket purchase order Numbers P&O-200-67 through P&O-209-67 are assigned for use in placing orders under FSS Contract GS-00S-59694. Ordering offices will show P&O-200-67 on all orders placed under the contract. When this blanket purchase order is filled, Pitney-Bowes, Inc., has been authorized to change incoming orders bearing Number P&O-200-67 to P&O-201-67, P&O-202-67, etc., as may be necessary. In doing so, however, they promptly will notify the ordering office in writing of the change in blanket purchase order numbers so that ordering office purchase order numbers may be changed accordingly.

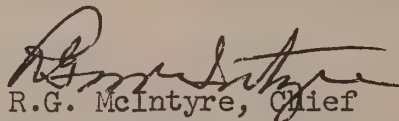
The following points are to clarify the handling of orders placed under the above cited blanket purchase order numbers:

- (1) Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be written at prices established for 25 or more machines, which is list price less 6% discount per machine.
- (2) The total amount of suborders placed under the cited purchase order number numbers will not exceed \$25,000.
- (3) Each purchasing office will send suborders directly to your Company at the Washington, D.C., address.
- (4) Your Company will send invoices for machines delivered to the billing address shown on each suborder.

- (5) If machines purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order numbers, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.
- (6) Your Company will furnish this office, quarterly, with a statement of the total dollar amount of machines purchased and discounts earned.

Please indicate your acceptance of this arrangement in the space provided below.

Sincerely yours,


R.G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By:


Pitney-Bowes, Inc.
1410 L Street, N.W.
Washington, D.C. 20005

DATE

7/1/66

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

June 30, 1966

Pitney-Bowes, Inc.
1410 L Street, N.W.
Washington, D.C. 20005

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your Company during the 1967 fiscal year, 25 or more addresser-printer machines covered by Federal Supply Schedule Contract GS-OOS-54644, renewal by Amendment No. 1, at list prices less 6% discount on each machine.

Blanket purchase order Numbers P&O-330-67 through P&O-339-67 are assigned for use in placing orders under FSS Contract GS-OOS-54644, Amendment No. 1. Ordering offices will show P&O-330-67 on all orders placed under the contract. When this blanket purchase order is filled, Pitney-Bowes, Inc., has been authorized to change incoming orders bearing Number P&O-330-67 to P&O-331-67, P&O-332-67, etc., as may be necessary. In doing so, however, they promptly will notify the ordering office in writing of the change in blanket purchase order numbers so that ordering office purchase order numbers may be changed accordingly.

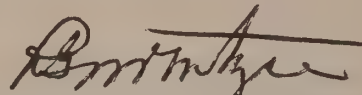
The following points are to clarify the handling of orders placed under the above cited blanket purchase order numbers:

- (1) Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be written at prices established for 25 or more machines, which is list price less 6% discount per machine.
- (2) The total amount of suborders placed under the cited purchase order numbers will not exceed \$25,000.
- (3) Each purchasing office will send suborders directly to your Company at the Washington, D.C. address.
- (4) Your Company will send invoices for machines delivered to the billing address shown on each suborder.

- (5) If machines purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order numbers, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.
- (6) Your Company will furnish this office, quarterly, with a statement of the total dollar amount of machines purchased and discounts earned.

Please indicate your acceptance of this arrangement in the space provided below.

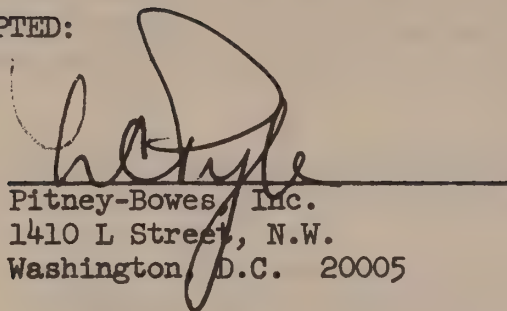
Sincerely yours,



R.G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By:



Pitney-Bowes, Inc.
1410 L Street, N.W.
Washington, D.C. 20005

Date:

7/1/66

Remington Rand Division
Sperry Rand Corporation
2121 Wisconsin Avenue, N.W.
Washington, D.C.

Gentlemen:

This will advise you of the intent of the (Name of Agency) to purchase from your Company 25 or more electric and/or manual typewriters during the 1967 fiscal year beginning July 1, 1966, under Purchase Order No. (Agency Number), in accordance with your contract with the General Services Administration in effect for the period indicated.

The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Suborders will be written at prices established for 25 or more machines, and will be referenced to the above purchase order number.
2. The total amount of suborders placed against the cited purchase order number will not exceed \$25,000. Your Company will notify this office when the total amount of suborders approaches the \$25,000 limitation.
3. Each purchasing office of the (Name of Agency) will send suborders directly to your Company at the Washington, D.C., address.
4. Your Company will send invoices for machines delivered to the billing address shown on each suborder.
5. If machines purchased under the cited purchase order number are not sufficient to qualify for the maximum discount, the (Name of Agency) will accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders which have been filled.

Please indicate your acceptance of the provisions of this letter in the space provided below.

Sincerely yours,

ACCEPTED:

By: _____

Remington Rand Division
Sperry Rand Corporation

Date: _____

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 1, 1966

SCM Corporation
500 E Street, S.W.
Washington, D.C.

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your Company 100 or more electric and/or manual type-writers during the 1967 fiscal year beginning July 1, 1966, under Purchase Order No. P&O-110-67, in accordance with your contract with the General Services Administration in effect for the period indicated.

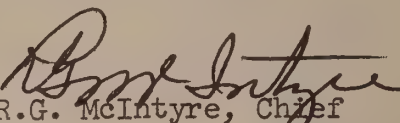
The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for 100 or more machines.
2. The total amount of suborders placed against the cited purchase order number will not exceed \$25,000. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
3. Each purchasing office will send suborders directly to your Company at the Washington, D.C., address.
4. Your Company will send invoices for machines delivered to the billing address shown on each suborder.
5. If machines purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.

6. Your Company will furnish this office, quarterly, with a statement of the total dollar amount of machines purchased and discounts earned.

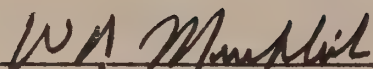
Please indicate your acceptance of this arrangement in the space provided below.

Sincerely yours,


R.G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By:


SCM Corporation

Date:



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 5, 1966

SCM Corporation
500 E Street, S.W.
Washington, D.C.

Gentlemen:

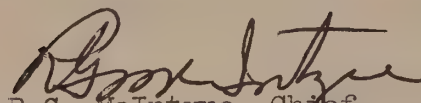
This will advise you of the intent of the U.S. Department of Agriculture to purchase from your Company 50 or more adding machines (Item Nos. 50-94-4, and 50-94-2) during the 1967 fiscal year beginning July 1, 1966, under Purchase Order No. P&O-150-67, in accordance with your contract with the General Services Administration in effect for the period indicated.

The following points are to clarify the handling of suborders placed under the above cited purchase order number:

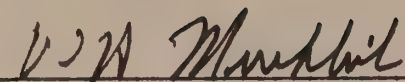
1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for 50 or more machines.
2. The total amount of suborders placed against the cited purchase order number will not exceed \$25,000. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
3. Each purchasing office will send suborders directly to your Company at the Washington, D.C., address.
4. Your Company will send invoices for machines delivered to the billing address shown on each suborder.
5. If machines purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.
6. Your Company will furnish this office, quarterly, with a statement of the total dollar amount of machines purchased and discounts earned.

Please indicate your acceptance of the provisions of this letter in the space provided below.

Sincerely yours,


R.G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By: 
SCM Corporation

Date: July 6 1966

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

May 29, 1966

Victor Comptometer Corporation
Business Machines Group
1836 Jefferson Place, N.W.
Washington, D.C. 20036

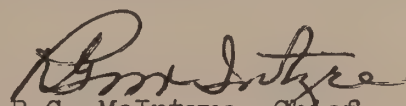
Gentlemen:

This will advise you that the U.S. Department of Agriculture will purchase from your Company 50 or more adding and/or calculating machines during the 1967 fiscal year beginning July 1, 1966, under Purchase Order No. P&O-320-67, in accordance with your contract with the General Services Administration in effect for the period indicated.

The following points are to clarify the handling of orders placed under the above cited purchase order number:

- (1) Agency ordering offices will prepare their purchase orders in the usual way, at prices for 50 or more machines (both adding machines and printing calculators) and forward them to the Supply and Property Management Division, Office of Plant and Operations, U.S. Department of Agriculture, Washington, D.C. 20250, for release to your Company.
- (2) The total amount of orders placed against the cited purchase order number will not exceed \$25,000. Your Company will notify this office when the total amount of orders approaches this dollar limitation.
- (3) Your Company will send invoices for machines delivered to the billing address shown on each order.

Sincerely yours,


R.G. McIntyre, Chief
Supply and Property Management
Division, OP&O

ACCEPTED:

By: L. E. Field
Victor Comptometer Corporation

Date: July 5, 1966

ROYAL 

ROYAL TYPEWRITER COMPANY, INC. · A DIVISION OF LITTON INDUSTRIES · 1700 WISCONSIN AVENUE, N. W., WASHINGTON, D. C. 20007

July 13, 1966

U. S. Department of Agriculture
Office of Plant and Operations
Washington, D. C.

Attention: Mr. Ralph G. McIntyre

Gentlemen:

The Royal Typewriter Company agrees to accept accumulated orders for the Department of Agriculture from your office at our maximum discount price when the total of such orders equals or exceeds the quantity necessary for our maximum discount.

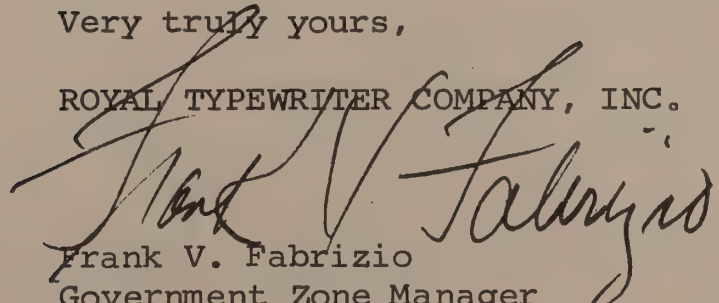
The purchase orders issued from the field purchasing offices of the Department of Agriculture will show this address as Vendor:

Royal Typewriter Company, Inc.
1700 Wisconsin Avenue, N. W.
Washington, D. C. 20007

Should any further information be required, please contact this office.

Very truly yours,

ROYAL TYPEWRITER COMPANY, INC.


Frank V. Fabrizio
Government Zone Manager

FVF:mak

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

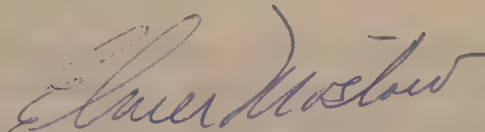
July 21, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 102, SUPPLEMENT 1

Procurement of Office Machines and Supplies
Fiscal Year 1967

Remington Rand Division, Sperry Rand Corporation, has agreed to accept a Department-wide blanket purchase order for electric and/or manual typewriters. See reverse of this Supplement for blanket purchase order number and details of the agreement.

Item 10 of Plant and Operations Memorandum No. 102, dated July 13, 1966, advising the agencies to establish their own blanket arrangements with Remington is superseded.



Elmer Mostow
Director

8/15 5/5
PROCUREMENT

of the United States, Secretary of the Navy, has agreed to
the proposed amendments to the existing laws of the United States
relating to the subject of the proposed amendments to the existing
laws of the United States.

There is no need of further amendments to the existing laws of the United States
relating to the subject of the proposed amendments to the existing
laws of the United States.

Very truly,
Yours,

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 21, 1966

Remington Office Machines
Division of Sperry Rand Corporation
2121 Wisconsin Avenue, N.W.
Washington, D.C. 20007

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your Company 25 or more electric and/or manual type-writers during the fiscal year 1967, under Purchase Order No. P&O-260-67, in accordance with Contract No. GS-00S-54850.

Agency ordering offices will forward their orders directly to your Company at the Washington, D.C., address. The orders will be written at prices established for 25 or more machines. Your Company will send invoices for machines delivered to the billing address shown on each order. The total amount of orders placed against the above purchase order number shall not exceed \$25,000. Your Company will notify this office when the total amount approaches this dollar limitation.

If machines purchased under the above purchase order number are not sufficient to qualify for the discount taken, each ordering office by virtue of placing orders under the above purchase order number, agrees to accept a charge for any unearned discount. Unearned discounts will be billed by your Company on a pro rata basis against each order filled.

Your Company will furnish this office, quarterly, with a statement of the total dollar amount of machines purchased and discounts earned.

Sincerely yours,


R.G. McIntyre, Chief, Supply
and Property Management Division

ACCEPTED:

By:


Remington Rand Division
Sperry Rand Corporation

Date:

JL25 66MBH

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

September 20, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 102, SUPPLEMENT 2

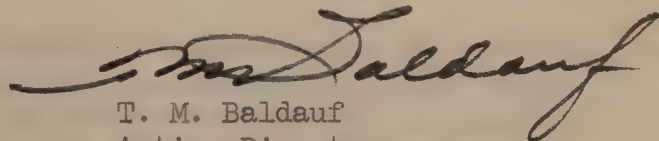
Procurement of Office Machines and Supplies
Fiscal Year 1967

Arrangements have been concluded with the Federal Supply Schedule contractors listed below, under which they will accept blanket purchase orders that provide for quantity discounts during the balance of fiscal year 1967:

1. Pram Laboratories, Inc. See Attachment "R" for blanket purchase order number and details of the agreement.
2. Mid-Atlantic Industries, Inc. See Attachment "S" for blanket purchase order number and details of the agreement.
3. Inter-Continental Trading Corporation. See Attachment "T" for blanket purchase order number and details of the agreement.

The Royal Typewriter Co., Inc., has agreed to accept accumulated orders totaling 150 or more manual typewriters, instead of the quantity of 100 previously announced. Item 13 of Plant and Operations Memorandum No. 102, dated July 13, 1966, is amended accordingly.

Questions concerning this supplement or the basic memorandum No. 102 should be directed to George E. Lough, Supply and Property Management Division of this office. The new telephone number is Area Code 202, 388-7527.


T. M. Baldauf
Acting Director

44-515
PROCUREMENT



U. S. DEPARTMENT OF COMMERCE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

RECEIVED
JAN 10 1932
U. S. DEPARTMENT OF COMMERCE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

TO THE SECRETARY
FROM THE SECRETARY

RE: [illegible]
[illegible]

DATE: [illegible]
[illegible]

[illegible]
[illegible]
[illegible]

[illegible]
[illegible]
[illegible]

[illegible]
[illegible]

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

September 6, 1966

Pram Laboratories, Inc.
422 Washington Building
Washington, D. C. 20005

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your Corporation 71 or more cartons of Pram Toner (for use with Xerox Office copiers, Models 330, 420, 720, 813, 914, 1824 and 2400), for delivery only in the Continental United States, during the fiscal year 1967, beginning July 1, 1966, under blanket purchase order number P&O-370-67, in accordance with your contract GS-OOS-59698 with the General Services Administration.

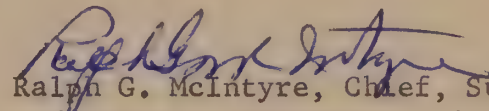
The following provisions will govern the handling of suborders placed under the above blanket purchase order number:

1. Suborders may be written by any purchasing officer of any agency of the Department of Agriculture. Each suborder will be referenced to the blanket purchase order number, and will be written at the contract price for 71 or more cartons, (\$32.00 per carton).
2. Suborders will be sent by ordering offices directly to the Pram sales office nearest the point of delivery.
3. Your Corporation will send invoices for payment directly to the billing address shown on each suborder.
4. The total amount of suborders placed under the blanket purchase order number will not exceed \$25,000. Your Corporation will notify this office should the total amount of suborders reach this dollar limitation.
5. If, for any reason, toner purchased under this blanket arrangement proves to be unsatisfactory, your Corporation will accept return of any unused portion thereof and reimburse the Government in full for the quantity returned.
6. Your Corporation will furnish this office, at the end of each calendar quarter, with a statement of the total number of cartons of toner purchased under this blanket arrangement.

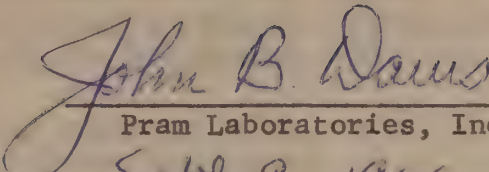
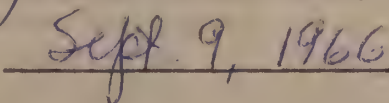
(2)

Please indicate your acceptance of the provisions of this blanket purchase arrangement in the space provided below and return the original to this office.

Sincerely yours,


Ralph G. McIntyre, Chief, Supply
and Property Management Division

ACCEPTED:

By: 
Pram Laboratories, Inc.
Date: 

[Faint, illegible text from the reverse side of the page]

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

September 7, 1966

Mid-Atlantic Industries, Inc.
c/o Graymar Company
3400 New York Avenue, N.E.
Washington, D. C. 20002

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your Company 50 or more Totalia adding machines and/or calculators during the fiscal year 1967, under Purchase Order No. P&O-360-67, in accordance with Contract No. GS-OOS-54634.

Agency ordering offices will forward their orders directly to your Company at the Washington, D. C., address. The orders will be written at prices established for 50 or more machines. Your Company will send invoices for machines delivered to the billing address shown on each order. The total amount of orders placed against the above purchase order number shall not exceed \$25,000. Your Company will notify this office when the total amount approaches this dollar limitation.

If machines purchased under the above purchase order number are not sufficient to qualify for the discount taken, each ordering office by virtue of placing orders under the above purchase order number, agrees to accept a charge for any unearned discount. Unearned discounts will be billed by your Company on a pro rata basis against each order filled.

Your Company will furnish this office, quarterly, a statement of the total dollar amount of machines purchased and discounts earned.

Please indicate your acceptance of the provisions of this blanket purchase arrangement in the space provided below and return the original to this office.

Sincerely yours,

Ralph G. McIntyre, Chief, Supply
and Property Management Division

ACCEPTED:

By:

Mid-Atlantic Industries, Inc.

Date:

9-9-66

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

September 7, 1966

Inter-Continental Trading Corporation
c/o Graymar Company
3400 New York Avenue, N. E.
Washington, D. C. 20002

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your Company 100 or more Olympia electric and/or manual typewriters during the fiscal year 1967, under Purchase Order No. P&O-350-67, in accordance with Contract No. GS-00S-54845.

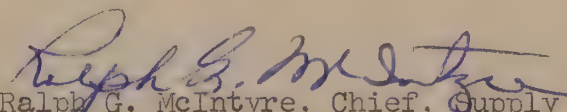
Agency ordering offices will forward their orders directly to your Company at the Washington, D. C., address. The orders will be written at prices established for 100 or more machines. Your Company will send invoices for machines delivered to the billing address shown on each order. The total amount of orders placed against the above purchase order number shall not exceed \$25,000. Your Company will notify this office when the total amount approaches this dollar limitation.

If machines purchased under the above purchase order number are not sufficient to qualify for the discount taken, each ordering office by virtue of placing orders under the above purchase order number, agrees to accept a charge for any unearned discount. Unearned discounts will be billed by your Company on a pro rata basis against each order filled.

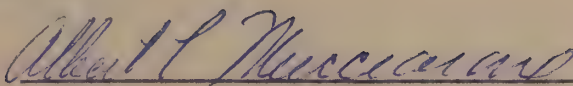
Your Company will furnish this office, quarterly, a statement of the total dollar amount of machines purchased and discounts earned.

Please indicate your acceptance of the provisions of this blanket purchase arrangement in the space provided below and return the original to this office.

Sincerely yours,


Ralph G. McIntyre, Chief, Supply
and Property Management Division

ACCEPTED:

By: 
Inter-Continental Trading Corp.

Date:

9-16-66

100-100000

100-100000

100-100000

100-100000

100-100000

100-100000

100-100000

100-100000

100-100000

100-100000

100-100000

OFFICE OF PLANT AND OPERATIONS

[illegible]

THE UNIVERSITY OF CHICAGO

PH.D. THESIS
SUBMITTED TO THE FACULTY OF THE DIVISION OF THE PHYSICAL SCIENCES
IN CANDIDACY FOR THE DEGREE OF DOCTOR OF PHILOSOPHY
BY
[Name]

DEPARTMENT OF CHEMISTRY

1961

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

November 17, 1966

Covex Corporation
c/o The T. Talbott Bond
Company
422 Washington Building
Washington, D. C. 20005

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your Corporation 150 or more cartons of Covex Toner (for use with Xerox Office copiers, Models 330, 420, 720, 813, 914, 1824 and 2400), for delivery only in the Continental United States, during the fiscal year 1967, under blanket purchase order number P&O-390-67, in accordance with your contract GS-00S-59637, effective November 2, 1966, with the General Services Administration.

The following provisions will govern the handling of suborders placed under the above blanket purchase order number:

1. Suborders may be written by any purchasing officer of any agency of the Department of Agriculture. Each suborder will be referenced to the blanket purchase order number, and will be written at the contract price for 150 or more cartons (\$31.00 per carton).
2. Suborders will be sent by ordering offices directly to the Covex Corporation, c/o The T. Talbott Bond Company, 422 Washington Bldg., Washington, D. C. 20005.
3. Your Corporation will send invoices for payment directly to the billing address shown on each suborder.
4. The total amount of suborders placed under the blanket purchase order number will not exceed \$25,000. Your Corporation will notify this office should the total amount of suborders reach this dollar limitation.
5. If, for any reason, toner purchased under this blanket arrangement proves to be unsatisfactory, your Corporation will accept return of any unused portion thereof and reimburse the Government in full for the quantity returned.

... ..
... ..
... ..
... ..

... ..

... ..
... ..
... ..
... ..
... ..

... ..
... ..

... ..
... ..

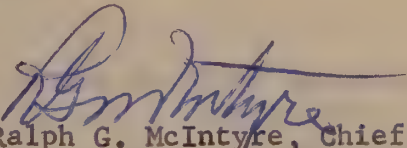
... ..
... ..
... ..
... ..

... ..
... ..
... ..
... ..

6. Your Corporation will furnish this office, at the end of each calendar quarter, with a statement of the total number of cartons of toner purchased under this blanket arrangement.

Please indicate your acceptance of the provisions of this blanket purchase arrangement in the space provided below and return the original to this office.

Sincerely yours,


Ralph G. McIntyre, Chief
Supply and Property Management
Division

ACCEPTED:

By : J. Talbot Bond
Covex Corporation

Date: November 22, 1966

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

OFFICE OF PLANT AND OPERATIONS

NOV 16 1966

PLANT AND OPERATIONS MEMORANDUM NO. 102, SUPPLEMENT 3

Procurement of Office Machines and Supplies
Fiscal Year 1967

Arrangements have been concluded with Anken Chemical and Film Corporation, under which it will accept blanket purchase orders that provide for quantity discounts during the balance of Fiscal Year 1967. See Attachment "U" for blanket purchase order number and details of the agreement.

Questions should be directed to the Supply and Property Management Division, Extension 7527.

Elmer Mostow

Elmer Mostow
Director

Cancel
Proc. & Reproduction
Secretary's Record & Comm. Div.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF THE CENSUS
WASHINGTON

UNITED STATES DEPARTMENT OF AGRICULTURE

1910

UNITED STATES DEPARTMENT OF AGRICULTURE

STATISTICS OF CATTLE RAISING AND BREEDING
1910

STATISTICS OF CATTLE RAISING AND BREEDING
UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF THE CENSUS
WASHINGTON
1910

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF THE CENSUS
WASHINGTON
1910

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF THE CENSUS
WASHINGTON

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

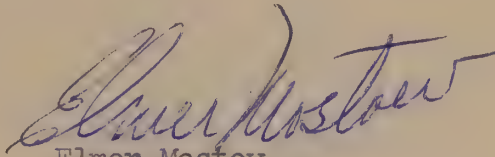
December 2, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 102, SUPPLEMENT 4

Procurement of Office Machines and Supplies
Fiscal Year 1967

Please refer to the blanket purchase arrangement with Olivetti Underwood Corporation, Attachment "H" to the basic Memorandum No. 102 and dated June 20, 1966. A new purchase order number, P&O-106-67, has been assigned for use in placing orders for electric typewriters with this company.

Orders placed with Olivetti Underwood after receipt of this supplement will be referenced to the purchase order number shown above.


Elmer Mostow
Director

PROCUREMENT

The following information was obtained from the records of the
Department of the Interior, Bureau of Land Management, at
Washington, D. C. The information was obtained from the
files of the Bureau of Land Management, and is being
furnished to you for your information.

The following information was obtained from the records of the
Department of the Interior, Bureau of Land Management, at
Washington, D. C. The information was obtained from the
files of the Bureau of Land Management, and is being
furnished to you for your information.

Very truly yours,
[Signature]

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

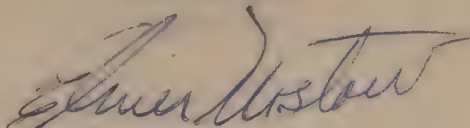
December 30, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 102, SUPPLEMENT 5
(CORRECTION)

Procurement of Office Machines

Please refer to the blanket order arrangement with Victor Comptometer Corporation, Exhibit "P", attached to the original of this memorandum, dated May 29, 1966. A new purchase order number, P&O-321-67, has been assigned for use in placing orders for adding and calculating machines with this Company.

Orders placed with Victor after receipt of this Supplement will be referenced to the purchase order number shown above.



Elmer Mostow
Director

PROCUREMENT

1947

1. The first part of the report is devoted to a general survey of the situation in the country.

2. The second part is devoted to a detailed study of the economic situation.

3. The third part is devoted to a study of the social situation. It is divided into two sections: the first section deals with the general situation, and the second section deals with the situation in the various regions of the country.

4. The fourth part is devoted to a study of the political situation. It is divided into two sections: the first section deals with the general situation, and the second section deals with the situation in the various regions of the country.

1947

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

December 19, 1966

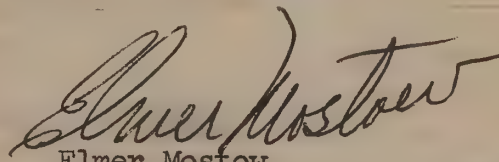
PLANT AND OPERATIONS MEMORANDUM NO. 102, SUPPLEMENT 5

Procurement of Office Machines

Please refer to the blanket order arrangement with Victor Comptometer Corporation, Exhibit "P", attached to the original of this memorandum, dated May 29, 1966. A new purchase order number, P&O-321-67, has been assigned for use in placing orders for electric and/or manual typewriters with this Company.

Orders placed with Victor after receipt of this Supplement will be referenced to the purchase order number shown above.

Sincerely yours,

A handwritten signature in dark ink, appearing to read 'Elmer Mostow', is written over a horizontal line.

Elmer Mostow
Director

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY

REPORT OF THE
COMMISSIONER OF THE
BUREAU OF CHEMISTRY

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY
REPORT OF THE
COMMISSIONER OF THE
BUREAU OF CHEMISTRY

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY
REPORT OF THE
COMMISSIONER OF THE
BUREAU OF CHEMISTRY

REPORT OF THE
COMMISSIONER OF THE
BUREAU OF CHEMISTRY

REPORT OF THE
COMMISSIONER OF THE
BUREAU OF CHEMISTRY

REPORT OF THE
COMMISSIONER OF THE
BUREAU OF CHEMISTRY

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

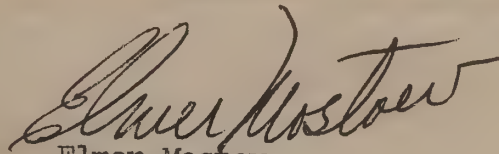
February 2, 1967

PLANT AND OPERATIONS MEMORANDUM NO. 102, SUPPLEMENT 6

Procurement of Office Machines and Supplies
Fiscal Year 1967

Please refer to blanket purchase arrangement with Monroe International, Inc., Attachment "E" to the basic Memorandum No. 102, dated July 13, 1966. It is doubtful that the Department will purchase 100 adding and accounting machines during this fiscal year.

Monroe has agreed that orders for calculating machines, Items 50-103, 50-116, 50-117, 50-118, 50-119, and 50-274, may be used for quantity count although no discounts are given on these items. Effective on receipt of this Supplement, all agency purchase orders for Monroe calculators will be referenced to the BPA number shown in Exhibit "E". The orders will be sent to Monroe at their Washington, D. C. address. Monroe sales offices have been advised of this arrangement.



Elmer Mostow

Director

PROCUREMENT

(

C

11

THE UNITED STATES OF AMERICA

DEPARTMENT OF THE INTERIOR

BUREAU OF LAND MANAGEMENT

WASHINGTON, D. C. 20250

TO: THE SECRETARY OF THE INTERIOR
FROM: THE DIRECTOR, BUREAU OF LAND MANAGEMENT
SUBJECT: [Illegible]

1. [Illegible]
2. [Illegible]
3. [Illegible]
4. [Illegible]
5. [Illegible]
6. [Illegible]
7. [Illegible]
8. [Illegible]
9. [Illegible]
10. [Illegible]

cc: [Illegible]
[Illegible]

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

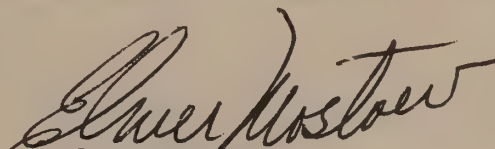
February 14, 1967

PLANT AND OPERATIONS MEMORANDUM NO. 102, SUPPLEMENT 7

Procurement of Office Machines and Supplies
Fiscal Year 1967

A blanket purchase arrangement has been concluded with Itek Business Products (a Division of Itek Corporation) which permits orders for master material, both in rolls and cut sheets, and activator and stop bath, to be placed at maximum discounts available under FSS Contract No. GS-00S-59666. The pricing structure, showing minimum quantity orders required to qualify for maximum discounts, is shown on Attachment "Q". Where orders can be placed under this arrangement at the minimum quantities specified, savings can be quite substantial.

Blanket purchase order No. P&O-400 - 67 has been assigned to this arrangement. Individual agency orders should be referenced thereto. Purchase orders should be sent to the Itek Business Products sales office serving your area. If you have any questions, see your Itek salesman. He is familiar with this arrangement.


Elmer Mostow
Director

Attachment

PROCUREMENT

INFORMATIONAL REPORT
ON THE
SITUATION

The situation in the country is very serious. The government has been unable to maintain order and the people are suffering from the lack of food and shelter. The economy is in a state of collapse and the people are living in poverty. The government has failed to provide for the basic needs of the population and the people are becoming increasingly disillusioned with the government. The situation is becoming more and more desperate and the people are losing hope for the future.

The government has failed to provide for the basic needs of the population and the people are becoming increasingly disillusioned with the government. The situation is becoming more and more desperate and the people are losing hope for the future. The government has failed to provide for the basic needs of the population and the people are becoming increasingly disillusioned with the government. The situation is becoming more and more desperate and the people are losing hope for the future.

Very truly
yours,

B. H. L.

Itek
Itek Business Products
 A Division of Itek Corporation

 Ref: Itek Business Products
 Contract Award #GS-00S-59666
 Re: F S C, Group 36, Part II

QUOTATION

DATE February 3, 1967

TO:

Contract Period August 16, 1966 through June 30, 1967

 PRICES QUOTED HEREON ARE FIRM FOR _____ DAYS
 FROM ABOVE DATE. IF NOT ACCEPTED BY BUYER WITHIN
 SPECIFIED PERIOD, THIS QUOTATION IS AUTOMATICALLY
 WITHDRAWN.

U. S. Department of Agriculture

Washington, D. C.

Quotation No. 1065

YOUR INQUIRY DATED _____

P&Q No. _____

PLEASE MAIL PURCHASE ORDER TO:

ITEM NO.	QUANTITY	DESCRIPTION Name, Specification No. if any, and Shipping Weight	UNIT PRICE	TOTAL
		ROLL FORM MASTER MATERIAL PRICE PER ROLL (Delivery 3-30 Days)	500 + Rolls* Min. Shipment 27 Rolls	
		(Positive)		
51-2(1)	3 Rolls	9" x 250'	\$34.46	
51-2(2)	3 "	10" x 250'	38.06	
51-2(3)	3 "	11" x 250'	41.38	
51-2(4)	3 "	11½" x 250'	42.32	
51-2(5)	3 "	18" x 250'	67.10	
51-2(6)	3 "	20" x 250'	74.34	
		PROJECT-A-LITH CUT SHEET MASTER MATERIAL PRICE PER PACKAGE OF 100	BULK SHIPMENT PLAN** PER/PKG. OF 100	MIN. SHIP.
51-2(10)	5 Pkgs.	9" x 12 1/16" S (Positive)	\$14.40	40 Pk
51-2(11)	5 "	9" x 12 1/16" IP	14.90	40 "
51-2(12)	5 "	10" x 15 1/16" S	19.90	35 "
51-2(13)	5 "	10" x 15 1/16" IP	20.40	35 "
51-2(14)	5 "	11" x 17 13/16" S	25.70	25 "
51-2(15)	5 "	11" x 17 13/16" IP	26.20	25 "
51-2(16)	5 "	11" x 18 1/8" 2P	26.95	25 "
		PROJECT-A-LITH CHEMICALS AND SUPPLIES GALLON PACKAGED CHEMICALS	PRICE PER/GAL.	
51-2(17)	4 Gals.	Activator	\$ 4.91	
51-2(18)	4 Gals.	Stop Bath	12.27	

-Continued-

TERMS: Payment Net. Shipment: F. O. B. Point of Shipment;

☐ PLUS TRANSPORTATION

HANDLING CHARGE: _____

☒ TRANSPORTATION ALLOWED

TOTAL AMOUNT OF

ANTICIPATED DELIVERY AFTER RECEIPT OF ORDER _____

QUOTATION: _____

ALL QUOTATIONS, ORDERS, ACKNOWLEDGMENTS AND INVOICES ARE SUBJECT TO THE TERMS AND CONDITIONS APPEARING ON THE REVERSE SIDE HEREOF, AND PURCHASER AGREES TO BE BOUND THEREBY. CONNECTING EQUIPMENT TO AVAILABLE PLUMBING AND ELECTRICAL OUTLETS WILL BE THE RESPONSIBILITY OF THE PURCHASER, AND IS NOT INCLUDED IN THE ABOVE QUOTATION.

Branch

Salesman

TERMS AND CONDITIONS OF SALE

All Quotations, Orders, Acknowledgments and Invoices
Are Subject to the Following Terms and Conditions

(1) All quotations and orders are subject to the approval and acceptance of Itek Business Products ("IBP") at its home office in Rochester, New York.

(2) Prices are subject to change by IBP (a) to those in effect at time of shipment; (b) for correction of errors; or (c) if tariff, freight rates or transportation charges are used in determining delivery prices, to reflect changes which may occur in such rates or charges prior to shipment.

(3) Any and all sales, use, excise or other taxes or customs duties levied or imposed by any governmental authority, foreign or domestic, other than those already included in and forming part of the purchase price, shall be the sole liability of and shall be paid by the Purchaser in addition to the purchase price herein specified.

(4) Terms of payment are net thirty (30) days. IBP reserves the right to restrict the terms of payment or to require payment prior to the time of shipment, if in its opinion, Purchaser's financial condition or other circumstances do not warrant shipment on the terms originally specified in this contract, and to charge interest at the rate of 6% on the balance of any account remaining unpaid more than 30 days after receipt of invoice, and costs and expenses incidental to the collection of any account including counsel fees.

(5) The terms and conditions appearing hereon will be deemed by IBP and Purchaser to be incorporated in and a part of any conditional sale contract, equipment lease or other deferred payment contract entered into by the parties hereto.

(6) Title to all machines, parts, accessories, attachments, supplies or other goods (sometimes referred to herein, individually and collectively, as "Equipment") shipped by IBP shall remain in IBP until such time as Purchaser has paid to IBP all amounts due therefor.

(7) Delivery of all equipment to common carrier or licensed trucker shall constitute delivery to Purchaser, and all risk of loss or damage in transit shall be borne by Purchaser, and Purchaser will maintain adequate insurance protection against insurable loss or damage until the equipment has been fully paid for, for the benefit of IBP and Purchaser as their interests may appear.

(8) IBP reserves the right to make delivery in installments, and all such installments will be separately invoiced and paid for when due, without regard to subsequent delivery. Delay in delivery of any installment will not relieve Purchaser of its obligation to accept remaining deliveries.

(9) IBP will not be liable for failure to deliver or delays in delivery occasioned by strikes, lockouts, fires, inability to obtain materials or shipping space, breakdowns, delays of carriers or suppliers, governmental acts and regulations, Acts of God, or any other cause beyond IBP's control, and Purchaser may not cancel because of any such delay.

(10) Claims for alleged defects in IBP chemicals, other supplies, or sensitized materials, will be deemed waived unless made in writing and delivered to IBP within five days after any such material has been put into use or within six months after receipt

of such materials, chemicals or supplies, whichever shall first occur. In any case, Purchaser will afford IBP prompt and reasonable opportunity to inspect all such materials, chemicals or supplies as to which any claim is made.

(11) For the thirty-day period following an installation supervised by an IBP employee of an item of IBP equipment, where the item is: new and purchased, or leased and either new or factory reconditioned, no charge will be made for service labor that is required in order to place the item in operating condition that is considered normal and satisfactory by IBP for that type of equipment. A service charge will be made for any labor that is necessitated by improper operation or other operating abuse. Where an installation is not supervised by an IBP employee, this warranty applies but only during the thirty-day period following delivery by IBP.

In addition, IBP will supply replacement parts at its option for any equipment delivered by it and found upon its inspection to be of defective workmanship or material, provided that:

(a) Notice in writing of any alleged defect is given to IBP within a reasonable time not exceeding six months after delivery if delivered as new equipment and three months after delivery if delivered as reconditioned equipment;

(b) Within a reasonable time after notice of such defect, IBP is given an opportunity to inspect the equipment, at its option, either where the equipment is located or upon its return to IBP;

(c) No repairs, alterations or additions have been made to such equipment except by IBP or its authorized servicemen; and

(d) Such equipment is still owned and possessed by Purchaser.

(12) IBP makes no warranty, express or implied, other than specifically stated herein. IBP will under no circumstances be liable for Purchaser's manufacturing costs, lost profits or good will, or any other special or consequential damages.

(13) If Purchaser fails to make payment when due and IBP deems the equipment or debt to be insecure, Purchaser will return the equipment to IBP on demand. If Purchaser fails to return the equipment IBP may, to the extent permitted by law, without notice or legal process, enter any premises where the equipment may be located and take possession of it. IBP may then sell the equipment with or without notice, at private or public sale at which IBP may purchase. The proceeds of such sale, less expense of retaking, repairing, holding and reselling, will be applied upon the unpaid purchase price and Purchaser will pay the balance forthwith. Any surplus, however, will be paid to Purchaser.

(14) All contracts shall be governed by and construed in accordance with the laws of the State of New York.

(15) This contract represents the entire agreement between the parties and supersedes any and all prior understandings, agreements or obligations, express or implied, between the parties; it may not be changed or terminated orally and no change, termination or waiver of any of the provisions hereof shall be valid unless in writing and signed by the party against whom such change, termination or waiver is sought to be enforced.

Itek
Itek Business Products
 A Division of Itek Corporation

 Ref: Itek Business Products
 Contract Award #GS-00S-59666
 Re: F S C, Group 36, Part II

QUOTATION

DATE February 3, 1967

TO:

Contract Period August 16, 1966 through June 30, 1967

 PRICES QUOTED HEREON ARE FIRM FOR _____ DAYS
 FROM ABOVE DATE. IF NOT ACCEPTED BY BUYER WITHIN
 SPECIFIED PERIOD, THIS QUOTATION IS AUTOMATICALLY
 WITHDRAWN.

 • U. S. Department of Agriculture
Washington, D. C.
Quotation No. 1065

YOUR INQUIRY DATED _____

P&Q No. _____

PLEASE MAIL PURCHASE ORDER TO:

ITEM NO.	QUANTITY	DESCRIPTION Name, Specification No. if any, and Shipping Weight	UNIT PRICE	TOTAL
		CUBITAINER PACKAGED CHEMICALS	PRICE PER/UNIT	
	Gal. Unit			
51-2(19)	1-5	Activator	\$23.00	
51-2(20)	1-5	Stop Bath	55.00	
* Single shipments on Blanket Orders specifying this pricing level shall require individual shipments of not less than nine cases in increments of whole case lots. A case is composed of three (3) rolls or five (5) packages cut sheet material. Roll and cut sheet material may be combined to achieve minimum shipping quantity of nine cases.				
**Minimum shipment-Three cases/Units. Whole cases and cubitainer units of Project-A-Lith Chemical concentrates may be combined for quantity discount.				

TERMS: Payment Net. Shipment: F. O. B. Point of Shipment;

☐ PLUS TRANSPORTATION

HANDLING CHARGE: _____

☒ TRANSPORTATION ALLOWED

TOTAL AMOUNT OF

ANTICIPATED DELIVERY AFTER RECEIPT OF ORDER _____

QUOTATION: _____

ALL QUOTATIONS, ORDERS, ACKNOWLEDGMENTS AND INVOICES ARE SUBJECT TO THE TERMS AND CONDITIONS APPEARING ON THE REVERSE SIDE HEREOF, AND PURCHASER AGREES TO BE BOUND THEREBY. CONNECTING EQUIPMENT TO AVAILABLE PLUMBING AND ELECTRICAL OUTLETS WILL BE THE RESPONSIBILITY OF THE PURCHASER, AND IS NOT INCLUDED IN THE ABOVE QUOTATION.

Branch

Salesman

reduce to 8x10 1/2 (4)

TERMS AND CONDITIONS OF SALE

All Quotations, Orders, Acknowledgments and Invoices
Are Subject to the Following Terms and Conditions

(1) All quotations and orders are subject to the approval and acceptance of Itelk Business Products ("IBP") at its home office in Rochester, New York.

(2) Prices are subject to change by IBP (a) to those in effect at time of shipment; (b) for correction of errors; or (c) if tariff, freight rates or transportation charges are used in determining delivery prices, to reflect changes which may occur in such rates or charges prior to shipment.

(3) Any and all sales, use, excise or other taxes or customs duties levied or imposed by any governmental authority, foreign or domestic, other than those already included in and forming part of the purchase price, shall be the sole liability of and shall be paid by the Purchaser in addition to the purchase price herein specified.

(4) Terms of payment are net thirty (30) days. IBP reserves the right to restrict the terms of payment or to require payment prior to the time of shipment, if in its opinion, Purchaser's financial condition or other circumstances do not warrant shipment on the terms originally specified in this contract, and to charge interest at the rate of 6% on the balance of any account remaining unpaid more than 30 days after receipt of invoice, and costs and expenses incidental to the collection of any account including counsel fees.

(5) The terms and conditions appearing hereon will be deemed by IBP and Purchaser to be incorporated in and a part of any conditional sale contract, equipment lease or other deferred payment contract entered into by the parties hereto.

(6) Title to all machines, parts, accessories, attachments, supplies or other goods (sometimes referred to herein, individually and collectively, as "Equipment") shipped by IBP shall remain in IBP until such time as Purchaser has paid to IBP all amounts due therefor.

(7) Delivery of all equipment to common carrier or licensed trucker shall constitute delivery to Purchaser, and all risk of loss or damage in transit shall be borne by Purchaser, and Purchaser will maintain adequate insurance protection against insurable loss or damage until the equipment has been fully paid for, for the benefit of IBP and Purchaser as their interests may appear.

(8) IBP reserves the right to make delivery in installments, and all such installments will be separately invoiced and paid for when due, without regard to subsequent delivery. Delay in delivery of any installment will not relieve Purchaser of its obligation to accept remaining deliveries.

(9) IBP will not be liable for failure to deliver or delays in delivery occasioned by strikes, lockouts, fires, inability to obtain materials or shipping space, breakdowns, delays of carriers or suppliers, governmental acts and regulations, Acts of God, or any other cause beyond IBP's control, and Purchaser may not cancel because of any such delay.

(10) Claims for alleged defects in IBP chemicals, other supplies, or sensitized materials, will be deemed waived unless made in writing and delivered to IBP within five days after any such material has been put into use or within six months after receipt

of such materials, chemicals or supplies, whichever shall first occur. In any case, Purchaser will afford IBP prompt and reasonable opportunity to inspect all such materials, chemicals or supplies as to which any claim is made.

(11) For the thirty-day period following an installation supervised by an IBP employee of an item of IBP equipment, where the item is: new and purchased, or leased and either new or factory reconditioned, no charge will be made for service labor that is required in order to place the item in operating condition that is considered normal and satisfactory by IBP for that type of equipment. A service charge will be made for any labor that is necessitated by improper operation or other operating abuse. Where an installation is not supervised by an IBP employee, this warranty applies but only during the thirty-day period following delivery by IBP.

In addition, IBP will supply replacement parts at its option for any equipment delivered by it and found upon its inspection to be of defective workmanship or material, provided that:

(a) Notice in writing of any alleged defect is given to IBP within a reasonable time not exceeding six months after delivery if delivered as new equipment and three months after delivery if delivered as reconditioned equipment;

(b) Within a reasonable time after notice of such defect, IBP is given an opportunity to inspect the equipment, at its option, either where the equipment is located or upon its return to IBP;

(c) No repairs, alterations or additions have been made to such equipment except by IBP or its authorized servicemen; and

(d) Such equipment is still owned and possessed by Purchaser.

(12) IBP makes no warranty, express or implied, other than specifically stated herein. IBP will under no circumstances be liable for Purchaser's manufacturing costs, lost profits or good will, or any other special or consequential damages.

(13) If Purchaser fails to make payment when due and IBP deems the equipment or debt to be insecure, Purchaser will return the equipment to IBP on demand. If Purchaser fails to return the equipment IBP may, to the extent permitted by law, without notice or legal process, enter any premises where the equipment may be located and take possession of it. IBP may then sell the equipment with or without notice, at private or public sale at which IBP may purchase. The proceeds of such sale, less expense of retaking, repairing, holding and reselling, will be applied upon the unpaid purchase price and Purchaser will pay the balance forthwith. Any surplus, however, will be paid to Purchaser.

(14) All contracts shall be governed by and construed in accordance with the laws of the State of New York.

(15) This contract represents the entire agreement between the parties and supersedes any and all prior understandings, agreements or obligations, express or implied, between the parties; it may not be changed or terminated orally and no change, termination or waiver of any of the provisions hereof shall be valid unless in writing and signed by the party against whom such change, termination or waiver is sought to be enforced.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

February 23, 1967

PLANT AND OPERATIONS MEMORANDUM NO. 102, SUPPLEMENT 8

Procurement of Office Machines and Supplies
Fiscal Year 1967

Please refer to blanket purchase arrangement with Phillip A. Hunt Chemical Corporation, Attachment "D" to the basic Memorandum No. 102, dated July 13, 1966. Hunt has voluntarily reduced the price of Graph-O-Print and Star Print toners from \$40.20 to \$37.50 per carton. Future orders should show the new, lower price.

Pitney-Bowes, Inc., has agreed to add their new Model 250 copier to the blanket arrangement dated June 30, 1966 (Attachment "K") covering items on FSS Contract No. GS-00S-59694. See Attachment "W" for details of this change to the agreement. See AGPR 4-4.5021 and AGPMR 104-25.504 regarding approvals required for the acquisition of office copying machines.

Supplement 7 of this Memorandum referred to Attachment "Q." This should have read Attachment "V." Please make pen-and-ink corrections on your copy of Supplement 7 and its attachment.

Questions should be directed to the Supply and Property Management Division. The new telephone number is Area Code 202, 388-7893 (IDS Code 111, Extension 7893).


R. G. McIntyre, Chief
Supply and Property
Management Division

Attachment

PROCUREMENT

1. The first part of the report...

2. The second part of the report...

3. The third part of the report...

4. The fourth part of the report...

5. The fifth part of the report...

6. The sixth part of the report...

7. The seventh part of the report...

8. The eighth part of the report...

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

February 16, 1967

Pitney-Bowes, Inc.
1410 "L" Street, N. W.
Washington, D. C. 20005

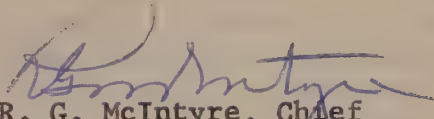
Gentlemen:

Please refer to my letter to you dated June 30, 1966 regarding the purchase of folding machines covered by Federal Supply Schedule Contract GS-00S-59694.

By a supplement to your authorized Federal Supply Schedule price list effective January 20, 1967, you have added the Pitney-Bowes Model 250 copier to the above described GSA contract. It is the desire of the Department of Agriculture to add the copier to the original arrangement, effective upon the date of your acceptance as shown below. The discount on copiers purchased will be the same as previously agreed to for folding machines, namely, list price less 6 per cent on each machine. In counting the number of machines, both folding and copying machines shall be included.

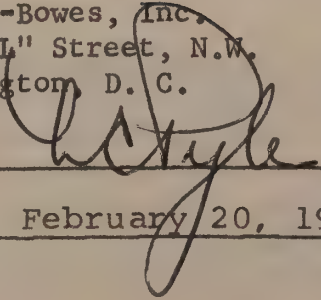
Please indicate your acceptance of this arrangement in the space provided below, and return the original of this letter.

Sincerely yours,


R. G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

Pitney-Bowes, Inc.
1410 "L" Street, N.W.
Washington, D. C.

By:  Vice PresidentDate: February 20, 1967

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

October 5, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 103

Cost Reduction In Procurement, Construction,
Services and Management of Property

This memorandum implements Secretary's Memorandum to Heads of Department Agencies, dated September 29, 1966, and the President's Memorandum dated September 16, 1966, on cost reductions in procurement, construction, services and management of property. To accomplish the objective of the President, the agencies will be guided by the requirements of this memorandum.

Procurements. Establish effective controls on proposed procurements of equipment and supplies of all types, to prevent purchases of items for other than essential requirements. Purchases for additions or replacements may be made only after a determination that needs cannot be economically met through redistribution, repair or rehabilitation of owned items, or from available excess. Purchases of either additional or replacement items shall be limited to the least expensive lines, all factors considered, in accordance with Subpart 101-26.408-3 of the Federal Property Management Regulations.

Supply and Equipment Inventories. Review inventory levels of all supplies and equipment on hand, including equipment that is assigned to individuals or organizations in the agency. Wherever the quantities of items are larger than necessary, or where assigned items are not being used effectively, initiate appropriate action to reduce inventories by transfers to other using activities in the agency where there is a need, or report as excess. To assure maximum economies in the use of supplies, agencies will initiate action to set supply standards that will reduce to a minimum the number and variety of items carried in the supply system. Where standards are already established, they should be reviewed with the objective of further reducing the number of line items.

Equipment Replacement Standards. Agencies desiring to replace equipment covered by replacement standards published in FPMR 101-25.4 will adhere to FPMR 101-25.401 which requires executive agencies to retain items which are in usable and workable condition even though the standard permits replacement, provided the item can continue to be used or operated without excessive maintenance cost or substantial reduction in trade-in value. Replacement of office furniture and typewriters is further restricted by FPMR 101-25.104(b) either to usable excess,

ACCOUNTING 5

...the ... of ...
...the ... of ...
...the ... of ...
...the ... of ...

...the ... of ...
...the ... of ...
...the ... of ...
...the ... of ...

...the ... of ...
...the ... of ...
...the ... of ...
...the ... of ...

...the ... of ...
...the ... of ...
...the ... of ...
...the ... of ...

...the ... of ...
...the ... of ...
...the ... of ...
...the ... of ...

rehabilitated, or the least expensive lines. Revised motor vehicle standards extending the life of vehicles will be published by GSA in the near future. Agency use and replacement standards shall be reexamined and wherever possible such standards shall be adjusted to curtail procurement of replacement equipment. However, despite adjusted standards or those continued in existence, equipment shall be retained which is in usable and workable condition even though the standard permits replacement in the same manner as provided in FPMR 101-25.401.

Review of Equipment. After complying with standards, agencies shall reexamine all office and other equipment programmed for replacement during the fiscal year 1967 and extend the replacement date wherever possible. In making a determination as to whether the useful life of equipment can be extended, it should be expected that reasonable expenditures for maintenance and repair may be necessary and are preferable to replacement.

Construction and Services. Review contracting programs, including construction, services, and research. Reduce the rate of expenditures, or cancel or defer. Careful consideration must be given to contractually vested rights of contractors. Cases that may require Departmental consideration should be referred to the Contract and Procurement Management Division, Office of Plant and Operations.

Cost Reduction Policy and Controls. Attachment "A" sets forth the areas in which cost reduction efforts are to be made, cost reduction policy and controls to be applied. Results of these efforts must be reported to the General Services Administration for reporting to the President.

Reporting Requirements. Each agency shall submit the data and information shown in Attachment "B" to the Office of Plant and Operations in an original and three copies.

The initial report covering the month of October 1966 shall be submitted to reach P&O by November 15, 1966. Monthly reports shall be submitted by the same calendar day, except that reports submitted subsequent to January 15, 1967, shall be on a quarterly basis. The first quarterly report shall cover the first three months of calendar year 1967 and be submitted to reach P&O by the 15th calendar day following the last day of March 1967. Thereafter, quarterly reports shall be submitted to arrive at P&O by the 15th calendar day of the month following the reporting period.

Implementation. It is requested that agencies take steps to implement this memorandum as soon as possible. Agency directives should outline cost reduction areas, the Department's cost reduction policy, establish internal levels of control, and the type of records to be kept. Records kept, such as citations to requisitions, purchase orders, contracts, property transfer and disposal documents, and inventory adjustments, should be in sufficient detail to substantiate cost reductions reported. Please send to this office two copies of all implementing instructions.

... ..
... ..
... ..
... ..
... ..
... ..
... ..

... ..
... ..
... ..
... ..
... ..

... ..
... ..
... ..
... ..
... ..

... ..
... ..
... ..
... ..
... ..

... ..
... ..
... ..

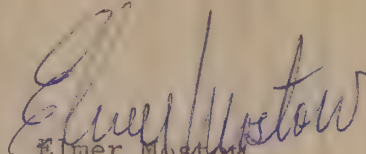
... ..
... ..
... ..
... ..
... ..
... ..
... ..
... ..

... ..
... ..

... ..
... ..

... ..
... ..

Consultation and Assistance. Members of this office are available to agency officials as needed for consultation and assistance in carrying out this cost reduction effort. An interchange of cost-saving ideas is desirable, and each employee having any responsibility, either as manager or user of supplies and equipment, is urged to make suggestions and to submit them through established agency channels. Such ideas as are useful will be passed on to all agencies for possible adoption.


Elmer Mostow
Director

Attachments



THE UNIVERSITY OF CHICAGO
LIBRARY
1207 EAST 58TH STREET
CHICAGO, ILL. 60637
TEL. 773-936-5000
FAX 773-936-5001
WWW.CHICAGO.EDU

Subject	Cost Reduction Policy	Controls
Reduction of number of items in supply system	: Per AGPMR 104-29.5003. Set standards and reduce number.	: Property managers to initiate supply standards action, and to approve any new items coming into the system.
Redistribution of excess equipment within agency, and acquired from other agencies	: Per ACPR 4-5.302. In lieu of new procurement.	: Property and procurement managers to review all proposed procurements and substitute available excess wherever possible.
Redistribution of excess stores stock	: Redistribute in agency where it can be used or declare excess.	: Property managers to initiate surveys and direct transfers and other disposal actions.
Assigned equipment inadequately utilized	: Recover from individuals and organizations equipment not being used effectively and place in stock or pools for re-use as needed.	: Property managers to initiate surveys and establish effective controls on assignment of equipment.
Excess Property	: Per FPMR 101-43.101. Continual surveys of property and declarations of excess.	: Property managers to initiate surveys of property inventories and accelerate disposal action of all excess.
Purchase of supplies and equipment	: Do without; use excess or rehabilitate; defer purchases; buy only if necessary, i.e., if you cannot "make do" with what you have.	: Approval by agency head, a field office head or their designees of all purchases of nonexpendable equipment or other purchases over \$2,500.
Construction and services	: Do without; reduce rate of expenditure; cancel; defer.	: Approval by agency head or a field office head or their designees for purchases over \$2,500.

FORMAT AND INSTRUCTIONS FOR REPORTING COST REDUCTIONS AND
IMPROVEMENTS IN PROCUREMENT AND PROPERTY MANAGEMENT

- A. SUPPLY ACTIVITY REPORT, GSA FORM 1473. This report shall be submitted in the same manner as required by FPMR 101-25.48 to cover stores stock operations. However, it will be submitted to reflect the totals only for lines 1 through 6 of Part I of the form. Breakdowns by individual commodity groupings will not be required. Inventories for supply operations valued at \$10,000 or less, inventories for construction valued at \$100,000 or less, inventories representing 30 days' supply or less regardless of value, and shop stocks and items in use are excluded from reporting. Separate reports for each stores location and a consolidated report of all individual reports shall be submitted.

Agencies excluded from submitting supply activity reports, are requested to provide narrative reports setting forth accomplishments in supply acquisition, storage, and distribution.

In addition to the supply activity report, all agencies shall report data outlined in "B" through "F" where applicable.

B. ITEM REDUCTIONS.

Date: _____
(Enter last date of
reporting period)

Number of items eliminated from inventory: _____

Explanation of Entries. Enter the total number of items eliminated from the supply inventories of the agency where items can be readily obtained from GSA or from commercial sources, or elimination of items or variety of items through standardization.

C. UTILIZATION AND REDISTRIBUTION.

<u>Category</u>	Date: _____
1. Utilized Excess Property	\$ _____ Line Items _____
2. Redistribution Stock	_____ " " _____
3. Equipment Returned	_____ " " _____
4. Equipment Reported Excess	_____ " " _____

It will be understood to collect the funds of
 Part I of the form. Payments by individuals
 If not be retained. The number for each of the
 10 or less, however, not be retained. The
 of each student and items in the are enclosed
 at: reports for each state location and a
 If individual reports shall be submitted.

excluded from submitting any activity reports, and the
 of the form.

in addition to the usual activity report, all agencies shall submit
 enclosed in "8" Envelope where applicable.

NOTE:
 The form

Number of items submitted from inventory:
 of items submitted. Under the total number of items submitted
 from the of the inventory, or a list of items

THEY ARE ALL TYPED.

Physical Science Inventory		\$	This form
Library Section Block			
Departmental Inventory			
.....			

Explanation of Entries.

1. The value for excess property (at current acquisition cost) drawn from declared excess property listings, both Agriculture and GSA, and placed in use in lieu of new procurement shall be entered for the first category.
2. The value of redistributed stock used in lieu of new procurement shall be entered for the second category. This includes administrative supplies, generally object class 26, and other items such as maintenance items, repair parts and other items located in subsidiary stockrooms, or storage areas. (Such items should be sought and used wherever office administrative functions and services are performed, or on construction, research, maintenance or other programs where items may be redistributed or shared in lieu of new procurement. Any such items in "standby" or "reserve" should be carefully reviewed in the light of the President's objective and redistributed wherever possible.)
3. Value of equipment (at current acquisition cost) returned to stock or placed in pools shall be entered for the third category. This is to also include equipment transfers within organizations of an agency provided the intent is to preclude new procurement.
4. Value of equipment reported as excess shall be entered for the fourth category. These entries are to be limited to generation of excess resulting from returning equipment or pooling reflected in the third category.

D. PROCUREMENT.Category

Date: _____

1. Orders Cancelled \$ _____ Line Items _____

2. Orders Reduced " " _____

Explanation of Entries. Value of procurement orders cancelled or reduced together with the number of line items associated therewith shall be entered in the appropriate blocks. This should include actions taken to reduce inventories or direct procurement compatible within minimum requirements without incurring penalty charge.

E. CONSTRUCTION AND SERVICES.

Explanation of Entries. Review contracting programs, including construction, services, and research.

1. Procurements presently being advertised or negotiated.

- (a) Can the time for accepting bids or proposals be extended, or can award be delayed without adverse effect?
- (b) Can the notice to proceed be deferred on contracts already awarded and where work has not begun?

2. Procurements programmed for advertising or negotiation.

- (a) Can the advertising or negotiation be deferred until later in the fiscal year, or be cancelled or reduced, without adverse effect to program?
- (b) Can the time allowed for completion or performance be extended without increasing contract costs or adversely affecting programs?

Submit a narrative report of actions taken including dollar amounts.

F. GOVERNMENT CONTRACTORS.

Explanation of Entries. A narrative statement shall be submitted to indicate actions taken to improve property management by cost-type contractors during the reporting period. The following actions should be considered in this connection.

- 1. Require contractors to use Government supply sources, including GSA depots and Federal Supply Schedules.
- 2. Review use of Government furnished equipment under control of contractors to determine whether it is being fully utilized and withdraw any equipment not essential for contract performance.
- 3. Assure that Government furnished materials and supplies in the hands of contractors is held to a minimum level needed for contract performance.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

March 29, 1967

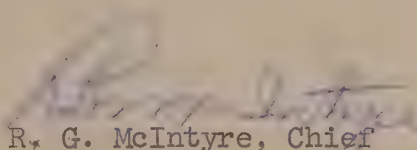
PLANT AND OPERATIONS MEMORANDUM NO. 102, SUPPLEMENT 10

Procurement of Office Machines and Supplies
Fiscal Year 1967

This supplement transmits changes to basic Memorandum No. 102, dated July 13, 1966, as follows:

1. Blanket purchase arrangement with Olivetti Underwood Corporation, Attachment "I", dated June 20, 1966. A new purchase order number, P&O-141-67, has been assigned for use in placing orders for adding and/or calculating machines with this company.
2. Blanket purchase arrangement with Monroe International Inc., Attachment "E", dated July 5, 1966. A new purchase order number, P&O-131-67, has been assigned for use in placing orders for adding and accounting machines with this company.

Orders placed with the above companies for the machines involved after receipt of this supplement will be referenced to the purchase order number for each company.


R. G. McIntyre, Chief
Supply and Property
Management Division

PROCUREMENT

Page 10

THE UNITED STATES OF AMERICA

IN SENATE
January 10, 1906

REPORT OF THE COMMISSIONER OF THE GENERAL LAND OFFICE
AS FOLLOWS:

1. The following is a list of the lands owned by the United States in the State of California, as of January 1, 1906. A new purchase of 100,000 acres has been made for use in grazing and for other purposes with this land.

2. The following is a list of the lands owned by the United States in the State of California, as of January 1, 1906. A new purchase of 100,000 acres has been made for use in grazing and for other purposes with this land.

3. The following is a list of the lands owned by the United States in the State of California, as of January 1, 1906. A new purchase of 100,000 acres has been made for use in grazing and for other purposes with this land.

Very truly yours,
Commissioner of the General Land Office

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

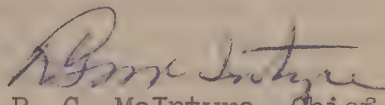
February 28, 1967

PLANT AND OPERATIONS MEMORANDUM NO. 102, SUPPLEMENT 9

Procurement of Office Machines and Supplies
Fiscal Year 1967

A blanket purchase arrangement has been concluded with Addressograph Multigraph Corporation which permits orders for master material in rolls to be placed at maximum discounts available under FSS Contract No. GS-OOS-59612. The pricing structure, showing minimum quantity orders required to qualify for maximum discounts, is shown on Attachment "X". Where orders can be placed under this arrangement at the minimum quantities specified, savings can be quite substantial.

Blanket purchase order No. P&O-410 - 67 has been assigned to this arrangement. Individual agency orders should be referenced thereto. Purchase orders should be sent to the Addressograph Multigraph sales office serving your area. If you have any questions, see your Addressograph Multigraph salesman. He is familiar with this arrangement.


R. G. McIntyre, Chief
Supply and Property
Management Division

Attachment

PROCUREMENT

THE UNIVERSITY OF CHICAGO
LIBRARY
CHICAGO, ILL. 60637

TO THE UNIVERSITY OF CHICAGO
FROM THE UNIVERSITY OF CHICAGO
LIBRARY
CHICAGO, ILL. 60637

THE UNIVERSITY OF CHICAGO
LIBRARY
CHICAGO, ILL. 60637

THE UNIVERSITY OF CHICAGO
LIBRARY
CHICAGO, ILL. 60637

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

October 14, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 103, SUPPLEMENT 1

Cost Reduction in Procurement, Construction,
Services and Management of Property

GSA Bulletin FPMR No. A-13, October 5, 1966, is in furtherance of the President's memorandum of September 16 to heads of departments and agencies on the subject of cost reduction in procurement, supply, and property management. It announces a full-scale campaign entitled "OPERATION CLEANUP" for the month of November to aid agencies in complying with the President's instruction. A copy of the bulletin is attached.

Applicability. The provisions of the bulletin are applicable only to Federal agencies in GSA-operated, federally owned and leased buildings. Department agencies are requested to fully publicize this campaign and to proceed during the month of November with an internally developed cleanup effort in all buildings whether or not GSA operated.

Cleanup Procedures. The bulletin provides that details of the campaign, such as designation of GSA property staging locations, plans for physical movement of materials designated as unneeded by agencies, and procedures for documentation of excess, will be supplied by the appropriate GSA regional office. However, the Department's system and procedures for reporting and disposal of excess property provide for orderly and expeditious handling. Property and supplies that may be determined excess during the cleanup campaign will be reported and disposed of in accordance with current Agriculture procedures. Should problems arise in this connection, the Chairman, Area II Operations Committee, or this office, as appropriate, should be notified.

Review of Washington, D. C., Storage Areas. Members of this office for the past several years, in cooperation with agency representatives, have inspected all storage space in the Washington, D. C., metropolitan area to assure that all supplies and property on hand are or are not needed in the conduct of authorized programs. The inspection this year, although planned prior to receipt of the GSA bulletin, will be made a part of "Operation Cleanup". We hope to complete this review by November 15. Designation of agency representatives within the next few days to work with us is requested. (A telephone call, Extension 7529, will suffice.) Designated representatives should have authority to determine whether items reviewed are or are not required.

ACCOUNTING 5

100-100000

100-100000

100-100000

100-100000

100-100000

100-100000

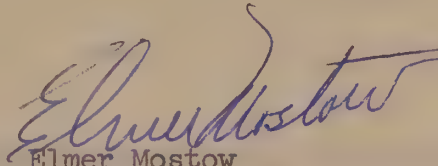
100-100000

100-100000

100-100000

100-100000

Reports. Accomplishments under this project will be reported to this office as part of the overall report required by Plant and Operations Memorandum No. 103, dated October 5, 1966.


Elmer Mostow
Director

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

October 20, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 103, SUPPLEMENT 2

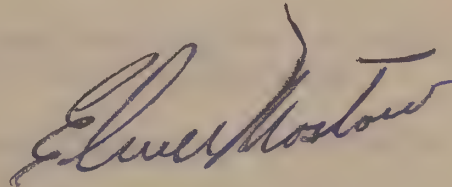
Cost Reduction in Procurement, Construction,
Services and Management of Property

GSA Temporary Regulation No. E-6, October 14, 1966, is in furtherance of the President's memorandum of September 16, 1966, to heads of departments and agencies on cost reduction in procurement, supply, and property management. It announces revised use standards for office furniture. A copy of the regulation is attached.

Effective immediately, Department agencies shall observe the use standards set forth in Temporary Regulation No. E-6. Attention is called to Paragraph 5 of the regulation, which prohibits the purchase of new furniture of the types involved prior to redistribution of such furniture in use by employees to which they are not entitled by reason of grade.

As required by Paragraph 6 of the regulation, agencies are requested to review outstanding orders for office furniture, if any, and if necessary, take action to assure that acquisition will result in conformance with the standards.

The use standards for office furniture included in AGPR 4-4.5043 and AGFPMR 101-25.302.1 are replaced by Temporary Regulation No. E-6 until further notice.



Elmer Mostow
Director

ACCOUNTING 5

1972 10 10

Dear Mr. [Name]

I am writing to you regarding the [Topic]

As you know, the [Topic] is a very important [Topic] and it is necessary to [Topic] it. I am writing to you to [Topic] you about the [Topic] and to [Topic] you about the [Topic].

I am writing to you to [Topic] you about the [Topic] and to [Topic] you about the [Topic]. I am writing to you to [Topic] you about the [Topic] and to [Topic] you about the [Topic].

I am writing to you to [Topic] you about the [Topic] and to [Topic] you about the [Topic]. I am writing to you to [Topic] you about the [Topic] and to [Topic] you about the [Topic].

I am writing to you to [Topic] you about the [Topic] and to [Topic] you about the [Topic]. I am writing to you to [Topic] you about the [Topic] and to [Topic] you about the [Topic].

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

November 28, 1966

PLANT AND OPERATIONS MEMORANDUM NO. 103, SUPPLEMENT 3

Cost Reduction in Procurement, Construction,
Service and Management of Property

GSA Bulletin FPMR No. G-23, November 2, 1966 is in furtherance of the President's Memorandum of September 16, 1966 to heads of departments and agencies on the subject of cost reduction in procurement, supply, and property management. It suggests cost reductions, obtainable through cross-servicing arrangements for motor vehicle fuel and oil and guidelines for use in making cross-servicing arrangements. A copy of the bulletin is attached.

Applicability.

The provisions of the bulletin are applicable to (1) all agencies operating automotive fuel dispensing facilities which have the storage and dispensing capability to support other than their own immediate needs, (2) agencies operating motor vehicles, and (3) agency contractors using motor vehicles in connection with Government contracts.

Implementation.

Agencies are to establish cross-servicing arrangements for use of automotive fuel dispensing facilities in accordance with the GSA Bulletin guidelines to:

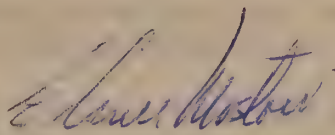
1. Make its facilities available to other agencies and agency contractors wherever feasible, and
2. Arrange for use of such facilities operated by other agencies.

ACCOUNTING-5

Reports.

Department agencies that enter into agreements to provide automotive fuel dispensing service to other agencies are requested to provide the Office of Plant and Operations with the information listed in the bulletin by December 31, 1966, and on the 15th day following the close of each succeeding quarterly period.

Attachments.

A handwritten signature in blue ink, appearing to read "Elmer Mostow", is written over the printed name.

Elmer Mostow
Director

GENERAL SERVICES ADMINISTRATION
WASHINGTON, D. C. 20405

November 2, 1966

GSA BULLETIN FPMR NO. G-23
TRANSPORTATION AND MOTOR VEHICLES

TO : Heads of Federal Agencies

SUBJECT : Cost reduction obtainable through cross-servicing
arrangements for motor vehicle fuel and oil

1. Purpose. This bulletin suggests guidelines for use in making cross-servicing arrangements for automotive fuels.

2. Background. The President has directed that the concept of cross-servicing should be expanded where improved utilization of skilled manpower and equipment will result. The use of Government automotive fuel dispensing facilities, to the maximum extent possible, is in accordance with this Presidential directive.

3. Cross-servicing arrangements. Agencies operating automotive fuel dispensing facilities are urged to make available such facilities for the use of other agencies, and for the use of vehicles operated by agency contractors in connection with Government contracts. Agencies not having such facilities should make arrangements for cross-servicing as promptly as possible. Only instances of operational or geographical impracticality should mitigate against the adoption of such cross-servicing arrangements.

a. Cross-servicing arrangements should include (1) provisions for forecasting requirements at appropriate intervals, and (2) provisions for reimbursement, including overhead and labor, to the servicing agency.

b. Where automated accounting techniques are not immediately adaptable to reimbursable arrangements, manual procedures should be used to take immediate advantage of this cost reduction potential.

c. Servicing agencies and agencies furnishing motor vehicles should post a list of Government fuel dispensing facilities located in the area customarily traveled by Government vehicles.

d. All agencies should prepare and issue to each operator using Government-owned vehicles, or contractor vehicles used exclusively in connection with Government contracts, a list of Government fuel dispensing facilities located in the area customarily traveled and a statement that automotive fuels should be procured at other outlets only in emergency situations or in areas where Government dispensing facilities are not practically available.

4. Effective date. The provisions of this bulletin are effective November 4, 1966.

5. Agreements established. All servicing agencies are requested to advise the General Services Administration by December 1, 1966, and on the 15th day following the close of each succeeding quarterly period, of the cross-servicing arrangements established, the city of the servicing agency, the agencies serviced, total gallonage dispensed by such servicing facility, the bulk price per gallon, and the prevailing price per gallon at commercial outlets at the time of the report.

6. Information. Reports should be addressed to, and information concerning this bulletin may be obtained from, the General Services Administration, Transportation and Communications Service, Motor Equipment Management Division, Washington, D. C. 20405, Telephone 202-343-4761 or IDS Code 183-4761.

7. Expiration date. This bulletin expires November 30, 1967.



D. E. WILLIAMS
Commissioner

Transportation and Communications Service

GENERAL SERVICES ADMINISTRATION
WASHINGTON, D. C. 20405

November 2, 1966

GSA BULLETIN FPMR NO. G-23
TRANSPORTATION AND MOTOR VEHICLES

TO : Heads of Federal Agencies

SUBJECT : Cost reduction obtainable through cross-servicing
arrangements for motor vehicle fuel and oil

1. Purpose. This bulletin suggests guidelines for use in making cross-servicing arrangements for automotive fuels.

2. Background. The President has directed that the concept of cross-servicing should be expanded where improved utilization of skilled manpower and equipment will result. The use of Government automotive fuel dispensing facilities, to the maximum extent possible, is in accordance with this Presidential directive.

3. Cross-servicing arrangements. Agencies operating automotive fuel dispensing facilities are urged to make available such facilities for the use of other agencies, and for the use of vehicles operated by agency contractors in connection with Government contracts. Agencies not having such facilities should make arrangements for cross-servicing as promptly as possible. Only instances of operational or geographical impracticality should mitigate against the adoption of such cross-servicing arrangements.

a. Cross-servicing arrangements should include (1) provisions for forecasting requirements at appropriate intervals, and (2) provisions for reimbursement, including overhead and labor, to the servicing agency.

b. Where automated accounting techniques are not immediately adaptable to reimbursable arrangements, manual procedures should be used to take immediate advantage of this cost reduction potential.

c. Servicing agencies and agencies furnishing motor vehicles should post a list of Government fuel dispensing facilities located in the area customarily traveled by Government vehicles.

d. All agencies should prepare and issue to each operator using Government-owned vehicles, or contractor vehicles used exclusively in connection with Government contracts, a list of Government fuel dispensing facilities located in the area customarily traveled and a statement that automotive fuels should be procured at other outlets only in emergency situations or in areas where Government dispensing facilities are not practically available.

4. Effective date. The provisions of this bulletin are effective November 4, 1966.

5. Agreements established. All servicing agencies are requested to advise the General Services Administration by December 1, 1966, and on the 15th day following the close of each succeeding quarterly period, of the cross-servicing arrangements established, the city of the servicing agency, the agencies serviced, total gallonage dispensed by such servicing facility, the bulk price per gallon, and the prevailing price per gallon at commercial outlets at the time of the report.

6. Information. Reports should be addressed to, and information concerning this bulletin may be obtained from, the General Services Administration, Transportation and Communications Service, Motor Equipment Management Division, Washington, D. C. 20405, Telephone 202-343-4761 or IDS Code 183-4761.

7. Expiration date. This bulletin expires November 30, 1967.



D. E. WILLIAMS
Commissioner

Transportation and Communications Service

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

January 18, 1968

PLANT AND OPERATIONS MEMORANDUM NO. 103, SUPPLEMENT 4

Operation Cleanup

Purpose. It is the purpose of this memorandum to implement GSA Bulletin FPMR A-19, December 22, 1967.

Applicability. The provisions of the GSA Bulletin are applicable only to Federal agencies in GSA-operated, Federally owned and leased buildings. Department agencies are to extend this "Operation Cleanup" to all agency operations whether or not in these GSA buildings.

Conduct of Campaigns. The GSA campaign will be conducted both in the Washington, D. C. area and in the field during February 1968. Your campaign should be coordinated therewith. The GSA Bulletin provides for a "walk-through" inspection followed by the immediate removal of excess property to staging areas provided by GSA. However, except for small quantities of supplies where reporting would be unreasonable, items determined excess during the campaign will be reported to the Chairman, Area II Operations Committee, in accordance with current Department regulations. He will expedite disposal instructions. Let him know of any problems.

Operation Cleanup in Washington, D. C. Since we just completed our annual survey of storage areas and have arranged for appropriate disposal of excess property, we will consider this survey as having met the requirements of GSA Bulletin FPMR A-19 for February 1968.

Rescission. Supplement No. 1 to this Memorandum No. 103 is rescinded.


T. M. Baldauf
Acting Director

ACCOUNTING 5

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

June 30, 1967

PLANT AND OPERATIONS MEMORANDUM NO. 104

Passenger Transportation Between Washington, D.C.
and Rosslyn, Virginia

This memorandum sets forth the passenger transportation service to be provided between buildings occupied by Agriculture in Rosslyn, Virginia, and at 14th and Independence Avenue, S.W., Washington, D.C.

A contract for passenger transportation service has been executed with the Washington, Virginia, and Maryland Coach Company, Inc. Service begins Monday, July 3, 1967. A 44-passenger bus will make 15 round-trips per working day in accordance with the attached schedule. Loading and unloading points have been designated as follows:

Rosslyn Plaza - Building E
1621 North Kent Street
Arlington, Virginia

Pomponio Plaza Building
1735 North Lynn Street
Arlington, Virginia

Department of Agriculture
South Building
14th and Independence Avenue, S.W.
Washington, D.C.
(Under West Arch)

This bus service is available to anyone for official purposes. However, when informing agency personnel of the availability of this service, it should be emphasized to them that this service is available only for official purposes. The penalties for unofficial use are stated in AGPMR 104-38.5002.

As agreed between the several agencies, the Consumer and Marketing Service will receive and pay monthly billings of the contractor; the cost of the transportation service to be apportioned between OMS, FS, and C&MS.

TRAVEL

(

)

1911

1. The first part of the report is devoted to a general survey of the situation in the country.

2. The second part contains a detailed description of the various districts and their resources.

3. The third part deals with the question of the organization of the administrative system.

4. The fourth part is devoted to a description of the various industries and trades.

5. The fifth part contains a description of the various educational institutions.

)

6. The sixth part is devoted to a description of the various religious institutions and their activities.

7. The seventh part contains a description of the various social and welfare organizations.

The Office of Plant and Operations is responsible for the operation of this bus service. This service is established for a 90-day period, during which time its adequacy will be appraised. Continued service will be established based on this appraisal. Questions, complaints, or comments concerning this service may be referred to the following:

For C&MS	W. V. Fowble	ext. 4503
For FS	W. Hayden Owens	ext. 161-4781
For OMS	R. M. Yates	ext. 6921
All other	K. H. Boyer	ext. 7893

Attachment



Elmer Mostow
Director

SHUTTLE BUS SCHEDULE
BETWEEN WASHINGTON AND ROSSLYN

ROSSLYN TO WASHINGTON

<u>Leave Rosslyn*</u>	<u>Arrive South Building**</u>
9:05 AM	9:20 AM
9:35 AM	9:50 AM
10:05 AM	10:20 AM
10:35 AM	10:50 AM
11:05 AM	11:20 AM
11:35 AM	11:50 AM
12:05 PM	12:20 PM
1:00 PM	1:15 PM
1:30 PM	1:45 PM
2:00 PM	2:15 PM
2:30 PM	2:45 PM
3:00 PM	3:15 PM
3:30 PM	3:45 PM
4:00 PM	4:15 PM
4:30 PM	4:45 PM

WASHINGTON TO ROSSLYN

<u>Leave South Building**</u>	<u>Arrive Rosslyn*</u>
9:20 AM	9:35 AM
9:50 AM	10:05 AM
10:20 AM	10:35 AM
10:50 AM	11:05 AM
11:20 AM	11:35 AM
11:50 AM	12:05 PM
12:45 PM	1:00 PM
1:15 PM	1:30 PM
1:45 PM	2:00 PM
2:15 PM	2:30 PM
2:45 PM	3:00 PM
3:15 PM	3:30 PM
3:45 PM	4:00 PM
4:15 PM	4:30 PM
4:45 PM	5:00 PM

- * Two pick-up points: Rosslyn Plaza - Building E
1621 N. Kent Street
and
Pomponio Plaza Building
1735 North Lynn
- ** West Arch - 14th and Independence Avenue, SW

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 12, 1967

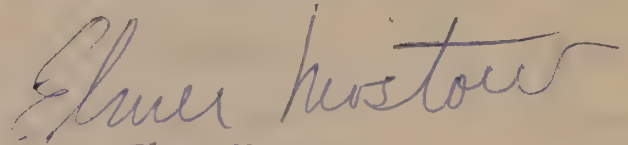
PLANT AND OPERATIONS MEMORANDUM NO. 104, SUPPLEMENT 1

Passenger Transportation Between Washington, D.C.
and Rosslyn, Virginia

Attached is a revised shuttle bus schedule for transportation between Washington, D.C. and Rosslyn, Virginia. It supersedes the attachment to P&O Memo No. 104.

The revised schedule more clearly defines the arrival and departure control point in Rosslyn and the arrival and departure times at Washington and Rosslyn.

Arrival time at the Pomponio Plaza Building, 1735 North Lynn, Rosslyn is approximately two minutes after departure from Rosslyn Plaza, Building E.



Elmer Mostow
Director

Attachment



... in the ... of the ...
... the ... of the ...
... the ... of the ...

... the ... of the ...

... the ... of the ...
... the ... of the ...
... the ... of the ...

...
...
Director of Plant and Operations

SHUTTLE BUS SCHEDULE
BETWEEN WASHINGTON AND ROSSLYN

ROSSLYN TO WASHINGTON

WASHINGTON TO ROSSLYN

<u>Leave</u> <u>Rosslyn (Bldg. E) *</u>	<u>Arrive</u> <u>South Building**</u>	<u>Leave</u> <u>South Building**</u>	<u>Arrive</u> <u>Rosslyn (Bldg. E)</u>
9:05 AM	9:17 AM	9:20 AM	9:32 AM
9:35 AM	9:47 AM	9:50 AM	10:02 AM
10:05 AM	10:17 AM	10:20 AM	10:32 AM
10:35 AM	10:47 AM	10:50 AM	11:02 AM
11:05 AM	11:17 AM	11:20 AM	11:32 AM
11:35 AM	11:47 AM	11:50 AM	12:02 PM
12:05 PM	12:17 PM	12:20 PM	12:32 PM
1:00 PM	1:12 PM	1:15 PM	1:27 PM
1:30 PM	1:42 PM	1:45 PM	1:57 PM
2:00 PM	2:12 PM	2:15 PM	2:27 PM
2:30 PM	2:42 PM	2:45 PM	2:57 PM
3:00 PM	3:12 PM	3:15 PM	3:27 PM
3:30 PM	3:42 PM	3:45 PM	3:57 PM
4:00 PM	4:12 PM	4:15 PM	4:27 PM
4:30 PM	4:42 PM	4:45 PM	4:57 PM

* Two pick-up points: Rosslyn Plaza-Building E (Control Point)
1621 N. Kent Street
and
Pomponio Plaza Building
1735 North Lynn

** Adjacent to West Arch - 14th and Independence Avenue, SW

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

November 26, 1969

PLANT AND OPERATIONS MEMORANDUM NO. 104, SUPPLEMENT 2

Passenger Transportation Between Washington, D. C.
and Rosslyn, Virginia

The shuttle bus service between Agriculture offices in Washington, D. C., and Rosslyn, Virginia, has been in effect for over two years. During this time, the service has operated with a minimum amount of inconvenience to the principal users.

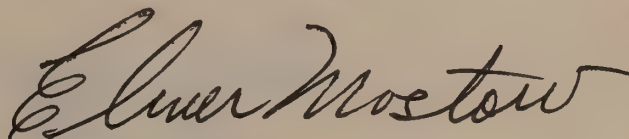
A schedule was selected which would best suit the combined requirements of the three major agencies with offices in Rosslyn (FS, C&MS, & ERS) and the contractor providing the service. Any alteration of this schedule to better suit one agency's needs has an adverse effect on the other two. For this reason, no change in the schedule can be made without the concurrence of the three major users.

Agencies and offices whose personnel use the shuttle service to attend meetings are requested to coordinate meeting times with the bus schedule. This action will reduce man-hours lost from waiting for meetings to begin and from waiting for the bus at their conclusion. The schedule is found on the last page of the Department telephone directory.

The agency contact officer list contained in Plant and Operations Memorandum No. 104 is amended as follows;

For C&MS - Delete W. V. Fowble Ext. 4503
 Add A. J. Geiger Ext. 2062

For FS - Delete W. H. Owens 161 Ext. 4781
 Add D. R. Keefer 161 Ext. 4781


Elmer Mostow
Director

DIRECTIVES 6

THE UNIVERSITY OF CHICAGO
LIBRARY

1911

1911

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 27, 1967

PLANT AND OPERATIONS MEMORANDUM NO. 105

Procurement of Office Machines and Supplies
Fiscal Year 1968

Most Federal Supply Schedule contracts for office machines, and some supply type contracts, offer substantial discounts on quantity purchases. Due to decentralized purchasing in most agencies, as well as limited requirements for office machines and supplies in those agencies where purchasing is centralized, maximum available discounts rarely can be obtained on a single agency basis.

Arrangements have been concluded with the Federal Supply Schedule contractors listed below, under which they will accept blanket purchase orders or consolidated orders on a Department-wide basis, that provide for maximum discounts during the fiscal year 1968.

1. ADDO-X, Inc. See Attachment "A" and "B" for blanket purchase order numbers and details of the agreements.
2. Facit-Odhner, Inc. See Attachment "C" for blanket purchase order numbers and details of the agreement.
3. Friden, Inc. See Attachment "D" for blanket purchase order number and details of the agreement.
4. Phillip A. Hunt Chemical Corporation. See Attachment "E" for blanket purchase order number and details of the agreement.
5. Monroe International, Inc. See Attachment "F" for blanket purchase order number and details of the agreement.
6. National Cash Register Company. See Attachment "G" for blanket purchase order number and details of the agreement.
7. Olivetti-Underwood Corporation. See Attachments "H", "I", and "J" for blanket purchase order numbers and details of the agreements.
8. Pitney-Bowes, Inc. See Attachments "K" and "L" for blanket purchase order numbers and details of the agreements.

Processed For Reproduction
Secretary's Record & Comm. Div.

①
PROCUREMENT

... ..
... ..
... ..

... ..

... ..
... ..
... ..

... ..

... ..

... ..

... ..
... ..

... ..
... ..

... ..
... ..

... ..
... ..

... ..
... ..

9. Remington Rand (Typewriters). See Attachment "M" and "N" for blanket purchase order numbers and details of the agreements.
10. SCM Corporation. See Attachments "O", "P", and "Q" for blanket purchase order numbers and details of the agreements.
11. Victor Comptometer Corporation. See Attachment "R" for blanket purchase order number and details of the agreement.
12. Xerox Corporation (Paper). See Attachment "S" for blanket purchase order number and details of the agreement. Plant and Operations Memorandum No. 72 requires the purchase of GSA stock papers only for use with the Xerox 914 copier. Some lots of GSA paper cause the Xerox 2400 copier to jam excessively. We are advised by GSA officials that it will take some time to overcome this specification problem. This blanket arrangement has been established for use where purchasing officers find it in the best interest of the Government to purchase Xerox paper.

Blanket purchase arrangements that later may be worked out with other FSS contractors will be announced in supplements to this memorandum. The supplements will be issued by the Chief, Supply and Property Management Division.

It is not the intent of this memorandum to favor the equipment or supplies of one company over that of another. Rather, it is a means whereby agency purchasing officers may take advantage of the maximum discounts available under Federal Supply Schedule contracts. In view of substantial savings that accrue through use of blanket purchase arrangements, the agencies shall use the Federal Supply Schedule contractors listed in this memorandum as primary sources of supply. The responsibility for acquiring office machines and supplies at the least cost to the Government, all factors considered, in accordance with Section 101-26.408 of the Federal Property Management Regulations, rests with agency purchasing officers. They are expected to faithfully exercise that responsibility.

Questions concerning this memorandum or implementation of the arrangements involved should be directed to the Supply and Property Management Division of this Office, Extension 7893.


Elmer Mostow
Director

Attachments

1. The first part of the paper is devoted to a general discussion of the problem.

2. In the second part, we consider the case of a single particle.

3. The third part is devoted to the case of a system of particles.

4. In the fourth part, we consider the case of a continuous medium.

5. The fifth part is devoted to the case of a system of continuous media.

6. In the sixth part, we consider the case of a system of continuous media.

7. The seventh part is devoted to the case of a system of continuous media.

8. In the eighth part, we consider the case of a system of continuous media.

9. The ninth part is devoted to the case of a system of continuous media.

10. In the tenth part, we consider the case of a system of continuous media.

11. The eleventh part is devoted to the case of a system of continuous media.

12. In the twelfth part, we consider the case of a system of continuous media.

13. The thirteenth part is devoted to the case of a system of continuous media.

14. In the fourteenth part, we consider the case of a system of continuous media.

15. The fifteenth part is devoted to the case of a system of continuous media.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

JUN 21 1967

OFFICE OF PLANT AND OPERATIONS

ADDO-X Inc.
Suite 100
4435 Wisconsin Avenue, N.W.
Washington, D. C. 20016

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your Company during the 1968 fiscal year beginning July 1, 1967, in accordance with your contract with the General Services Administration for the period indicated, 50 or more adding and accounting machines, under Blanket Purchase Order No. P&O-130-68.

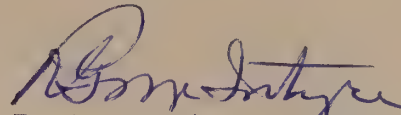
The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for above quantity.
2. The total amount of suborders placed against the cited purchase order number will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
3. Each purchasing office will send suborders directly to your Company at the Washington, D. C. address.
4. Your Company will send invoices for orders filled to the billing address shown on each suborder.
5. If items purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.

6. Your Company will furnish this office, quarterly, with a statement of the dollar amount of orders placed and discounts earned.

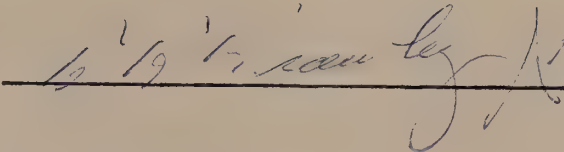
Please indicate your acceptance of the provisions of this letter in the space provided below.

Sincerely yours,



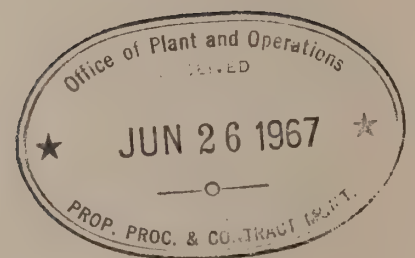
R. G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By: 

Date: June 23, 1967

T. F. Frawley, Jr.
Vice President and Branch Manager



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

JUN 21 1967

ADD0-X Inc.
Suite 100
4435 Wisconsin Avenue, N.W.
Washington, D. C. 20016

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your Company during the 1968 fiscal year beginning July 1, 1967, in accordance with your contract with the General Services Administration for the period indicated, 3 to 9 units of data capture and control equipment, under Blanket Purchase Order No. P&O-140-68.

The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for above quantity.
2. The total amount of suborders placed against the cited purchase order number will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
3. Each purchasing office will send suborders directly to your Company at the Washington, D. C. address.
4. Your Company will send invoices for orders filled to the billing address shown on each suborder.
5. If items purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.

C

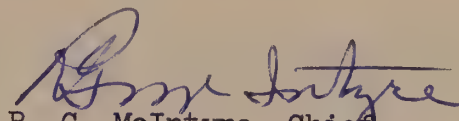
C

1211-1212 1211-1212 1211-1212 1211-1212 1211-1212

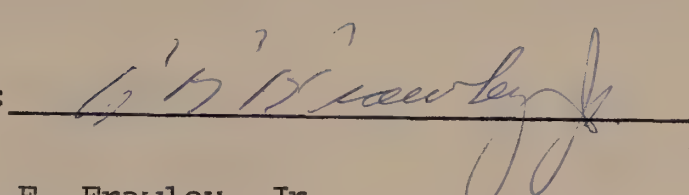
6. Your Company will furnish this office, quarterly, with a statement of the dollar amount of orders placed and discounts earned.

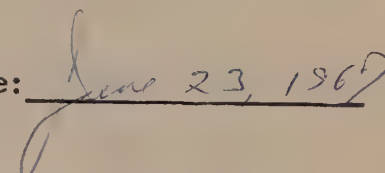
Please indicate your acceptance of the provisions of this letter in the space provided below.

Sincerely yours,

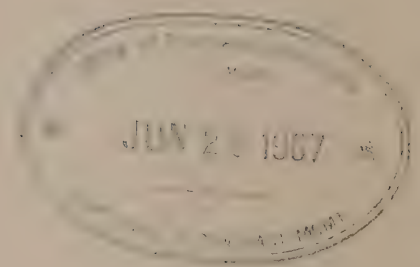

R. G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By: 

Date: 

T. F. Frawley, Jr.
Vice President, and Branch Manager



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

Facit-Odhner, Inc.
2139 Wisconsin Avenue, N.W.
Washington, D.C. 20007

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase office machines from your Company, during the fiscal year 1968, under the blanket purchase order numbers and in the quantities shown below. This arrangement is in accordance with your contracts with the General Services Administration for the period indicated.

<u>Type of Machine</u>	<u>Quantity</u>	<u>Purchase Order Number</u>
Electric Typewriters	25 or more	P&O-150-68
Manual Typewriters	25 or more	P&O-160-68
Adding Machines	25 or more	P&O-170-68
Calculating Machines	11 or more	P&O-180-68

The following points are to clarify the handling of suborders placed under the above cited purchase order numbers:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the applicable cited purchase order number, and will be written at prices established for the number of machines shown above.
2. The total amount of suborders placed against the cited purchase order numbers will not exceed the maximum order limitations prescribed in your contracts with the General Services Administration. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
3. Each purchasing office will send suborders directly to your Company at the Washington, D. C. address.
4. Your Company will send invoices for machines delivered to the billing address shown on each suborder.

OFFICE OF THE SECRETARY

WASHINGTON

W.M. AVANCE, M.W.
30007

You at the inst. of the U.S. Department of Agriculture
is hereby notified that the following is a list of the
names of the persons who are entitled to receive the
benefits of the Act of March 3, 1907, as amended.

NAME	ADDRESS	DATE OF BIRTH
W.M. AVANCE	30007	1875
...	...	...
...	...	...
...	...	...
...	...	...

On the 1st day of March, 1907, the following persons were
found to be entitled to the benefits of the Act of March 3, 1907, as amended.

1. The following persons were found to be entitled to the benefits of the Act of March 3, 1907, as amended, on the 1st day of March, 1907:

2. The following persons were found to be entitled to the benefits of the Act of March 3, 1907, as amended, on the 1st day of March, 1907:

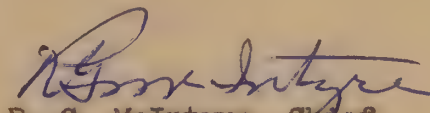
3. The following persons were found to be entitled to the benefits of the Act of March 3, 1907, as amended, on the 1st day of March, 1907:

4. The following persons were found to be entitled to the benefits of the Act of March 3, 1907, as amended, on the 1st day of March, 1907:

5. If machines purchased under the cited purchase order numbers are not sufficient to qualify for the discounts taken, each ordering office, by virtue of placing suborders under the cited purchase order numbers, agrees to accept a charge for the unearned discounts. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.
6. Your Company will furnish this office, quarterly, with a statement of the total dollar amount of machines purchased and discounts earned.

Please indicate your acceptance of this arrangement in the space provided below.

Sincerely yours,



R. G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By:



Date:

6-28-67

Director, Federal Government Sales
Fair - O'Brien, Inc.

It is requested that you advise the Bureau of the results of your efforts to obtain the information requested in the above captioned letter. The Bureau is particularly interested in the results of your efforts to obtain the information requested in the above captioned letter. The Bureau is particularly interested in the results of your efforts to obtain the information requested in the above captioned letter.

Your cooperation in this matter is appreciated. Very truly yours,
[Signature]

Very truly yours,
[Signature]

Sincerely yours,

[Signature]
Special Agent in Charge
Bureau of Investigation
Department of Justice

7-1-37
[Signature]
[Signature]
[Signature]

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

JUN 22 1967

OFFICE OF PLANT AND OPERATIONS

Friden, Inc.
1724 Wisconsin Avenue, N.W.
Washington, D.C. 20007

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your Company 32 or more adding machines (Item No. 50-94-4) during the 1968 fiscal year beginning July 1, 1967, under Purchase Order No. P&O-250-68, in accordance with your contract GS-OOS-68710 with the General Services Administration.

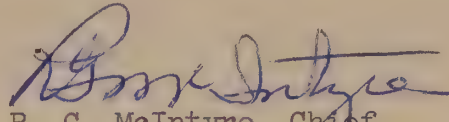
The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Although no discounts are given on calculators, Item Nos. 50-116-2, 50-117-2, 50-118-2, and 50-278-2, orders for these items will be applied toward the quantity count only for adding machines, as provided in the contract.
2. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for 32 or more adding machines. (Orders for calculators also will show this number.)
3. The total amount of suborders for adding machines placed against the cited purchase order number will not exceed \$10,000. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
4. Each purchasing office will send suborders, including orders for calculators, directly to your Company at the Washington, D.C. address.
5. Your Company will send invoices for machines delivered to the billing address shown on each suborder.
6. If machines purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.

7. Your Company will furnish this office, quarterly, with a statement of the total dollar amount of machines purchased and discounts earned.

Please indicate your acceptance of the provisions of this letter in the space provided below.

Sincerely yours,


R. G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By: 
Friden, Inc.

Date: 6/26/1967

C

C

THE UNIVERSITY OF CHICAGO

LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY
1100 EAST 58TH STREET
CHICAGO, ILL. 60637

THE UNIVERSITY OF CHICAGO

LIBRARY

THE UNIVERSITY OF CHICAGO

LIBRARY

THE UNIVERSITY OF CHICAGO

LIBRARY

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

JUL 5 1967

Phillip A. Hunt Chemical
Corporation
1030 - 15th Street, N.W.
Washington, D.C. 20005

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your Corporation 100 or more cartons of Graph-O-Print Toner (for use with Xerox Office Copiers, Models 813, 420, 720 and 914), and/or Star Print Toner (for use with Xerox 2400), for delivery only in the Continental United States, during the fiscal year 1968, beginning July 1, 1967, under blanket purchase order number P&O-200-68, in accordance with your contract with the General Services Administration for the period indicated.

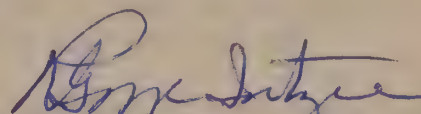
The following provisions will govern the handling of suborders placed under the above blanket purchase order number:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the blanket purchase order number, and will be written at the contract price for 100 or more cartons, (\$36.75 per carton).
2. Suborders will be sent by ordering offices directly to the Hunt sales office nearest the point of delivery.
3. Your Corporation will send invoices for payment directly to the billing address shown on each suborder.
4. The total amount of suborders placed against the cited purchase order number will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
5. If, for any reason, toner purchased under this blanket arrangement proves to be unsatisfactory, your Corporation will accept return of any unused portion thereof and reimburse the Government in full for the quantity returned.

6. If items purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.
7. Your Company will furnish this office, quarterly, with a statement of the dollar amount of orders placed and discounts earned.

Please indicate your acceptance of the provisions of this blanket purchase arrangement in the space provided below and return the copy to this office.

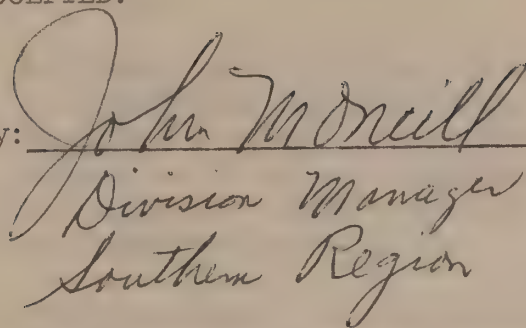
Sincerely yours,



R. G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By:



Division Manager
Southern Region

Date:

July 6, 1967

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 1, 1861. It is a very important document, as it sets out the President's policy for the new year. The letter is written in a very formal and dignified style, and it is one of the most important documents in the history of the United States.

2. The second part of the document is a report from the Secretary of the Treasury, dated January 1, 1861. It is a very important document, as it sets out the Secretary's policy for the new year. The report is written in a very formal and dignified style, and it is one of the most important documents in the history of the United States.

3. The third part of the document is a report from the Secretary of the Interior, dated January 1, 1861. It is a very important document, as it sets out the Secretary's policy for the new year. The report is written in a very formal and dignified style, and it is one of the most important documents in the history of the United States.

4. The fourth part of the document is a report from the Secretary of the Navy, dated January 1, 1861. It is a very important document, as it sets out the Secretary's policy for the new year. The report is written in a very formal and dignified style, and it is one of the most important documents in the history of the United States.

5. The fifth part of the document is a report from the Secretary of the War, dated January 1, 1861. It is a very important document, as it sets out the Secretary's policy for the new year. The report is written in a very formal and dignified style, and it is one of the most important documents in the history of the United States.

6. The sixth part of the document is a report from the Secretary of the State, dated January 1, 1861. It is a very important document, as it sets out the Secretary's policy for the new year. The report is written in a very formal and dignified style, and it is one of the most important documents in the history of the United States.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

June 26, 1967

Monroe International, Inc.
Office of Director of Government Sales
2212 Wisconsin Avenue, N.W.
Washington, D.C. 20007

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your Company during the 1968 fiscal year beginning July 1, 1967, in accordance with your contract with the General Services Administration for the period indicated, 25 or more adding and/or accounting machines, under Blanket Purchase Order No. P&O-260-68.

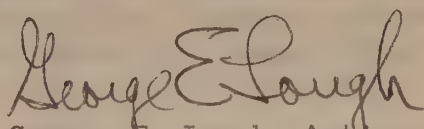
The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Although no discounts are given on calculators, orders for electronic, rotary, and printing calculators will be applied toward the quantity count only for adding and accounting machines, as provided in the contract.
2. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for 25 or more machines--7-1/2% discount on adding and accounting machines. (Orders for all types of calculators also will show the purchase order number.)
3. The total amount of suborders for adding and accounting machines placed against the cited purchase order number will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
4. Each purchasing office will send suborders, including orders for calculators, directly to your Company at the Washington, D.C. address above.
5. Your Company will send invoices for orders filled to the billing address shown on each suborder.

6. If items purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.
7. Your Company will furnish this office, quarterly, with a statement of the dollar amount of orders placed and discounts earned.

Please indicate your acceptance of the provisions of this letter in the space provided below.

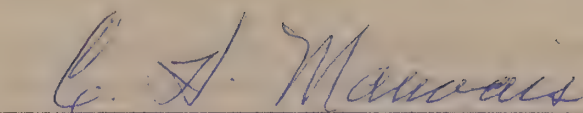
Sincerely yours,



George E. Lough, Acting Chief
Supply and Property
Management Division

ACCEPTED:

By:



Director of Government Sales
Monroe International, Inc.

Date:

6/27/67

...the ... of ...
...the ... of ...
...the ... of ...
...the ... of ...
...the ... of ...

...the ... of ...
...the ... of ...

...the ... of ...

...the ... of ...

...the ... of ...

...the ... of ...
...the ... of ...
...the ... of ...

...the ... of ...
...the ... of ...

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

June 21, 1967

The National Cash Register Company
Government Sales Division
4900 Massachusetts Avenue, N.W.
Washington, D.C. 20016

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your Company during the 1968 fiscal year beginning July 1, 1967, in accordance with your contract with the General Services Administration for the period indicated, 30 or more adding machines, under Blanket Purchase Order No. P&O-240-68.

The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for above quantity.
2. The total amount of suborders placed against the cited purchase order number will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
3. Each purchasing office will send suborders directly to your Company at the Washington, D. C. address.
4. Your Company will send invoices for orders filled to the billing address shown on each suborder.
5. If items purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.

...the
... ..
... ..
... ..

In

... ..
... ..
... ..
... ..

... ..
... ..
... ..
... ..
... ..

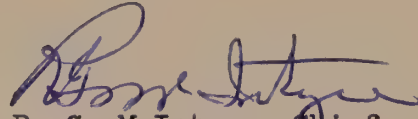
... ..

... ..
... ..
... ..
... ..
... ..
... ..

6. Your Company will furnish this office, quarterly, with a statement of the dollar amount of orders placed and discounts earned.

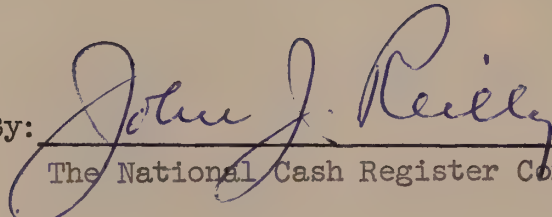
Please indicate your acceptance of the provisions of this letter in the space provided below.

Sincerely yours,



R. G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By: 
The National Cash Register Company

Date: 6/26/67

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

June 21, 1967

Olivetti Underwood Corporation
1146 - 19th Street, N.W.
Washington, D.C. 20036

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your Company during the 1968 fiscal year beginning July 1, 1967, in accordance with your contract with the General Services Administration for the period indicated, 25 or more electric typewriters, under Blanket Purchase Order No. P&O-110-68.

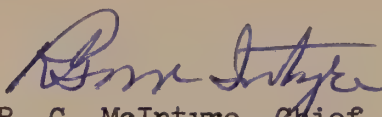
The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for above quantity.
2. The total amount of suborders placed against the cited purchase order number will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
3. Each purchasing office will send suborders directly to your Company at the Washington, D. C. address.
4. Your Company will send invoices for orders filled to the billing address shown on each suborder.
5. If items purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.

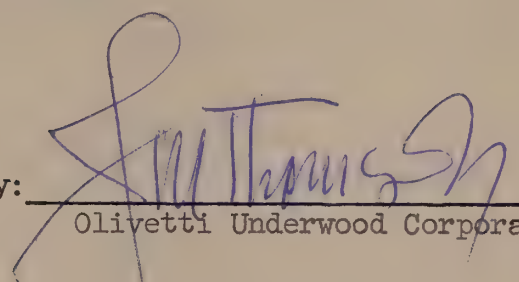
6. Your Company will furnish this office, quarterly, with a statement of the dollar amount of orders placed and discounts earned.

Please indicate your acceptance of the provisions of this letter in the space provided below.

Sincerely yours,


R. G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By: 

Olivetti Underwood Corporation

Date: 6/22/67

Smallville

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

June 21, 1967

Olivetti Underwood Corporation
1146 - 19th Street, N.W.
Washington, D.C.

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your Company during the 1968 fiscal year beginning July 1, 1967, in accordance with your contract with the General Services Administration for the period indicated, 25 or more manual typewriters, under Blanket Purchase Order No. P&O-100-68.

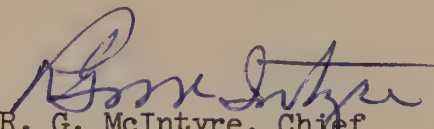
The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for above quantity.
2. The total amount of suborders placed against the cited purchase order number will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
3. Each purchasing office will send suborders directly to your Company at the Washington, D. C. address.
4. Your Company will send invoices for orders filled to the billing address shown on each suborder.
5. If items purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.

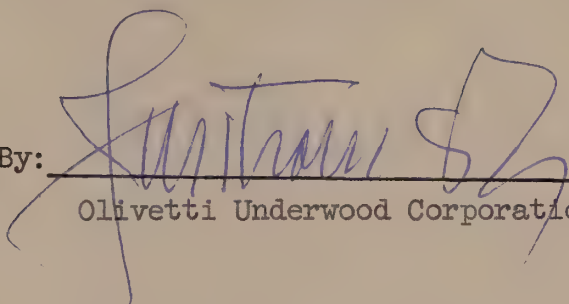
6. Your Company will furnish this office, quarterly, with a statement of the dollar amount of orders placed and discounts earned.

Please indicate your acceptance of the provisions of this letter in the space provided below.

Sincerely yours,


R. G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By: 
Olivetti Underwood Corporation

Date: 6/22/67

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

June 21, 1967

Olivetti Underwood Corporation
1146 - 19th Street, N.W.
Washington, D.C. 20036

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your Company during the 1968 fiscal year beginning July 1, 1967, in accordance with your contract with the General Services Administration for the period indicated, 25 or more adding and/or calculating machines, under Blanket Purchase Order No. P&O-120-68.

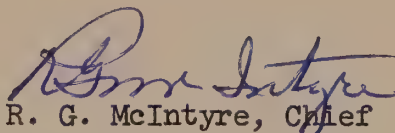
The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for above quantity.
2. The total amount of suborders placed against the cited purchase order number will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
3. Each purchasing office will send suborders directly to your Company at the Washington, D. C. address.
4. Your Company will send invoices for orders filled to the billing address shown on each suborder.
5. If items purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.

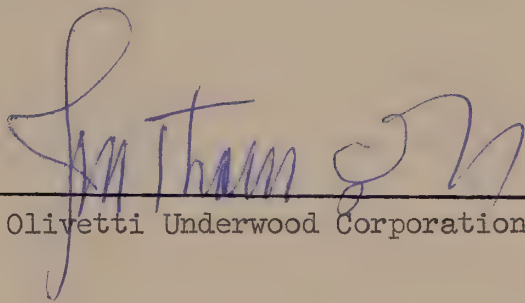
6. Your Company will furnish this office, quarterly, with a statement of the dollar amount of orders placed and discounts earned.

Please indicate your acceptance of the provisions of this letter in the space provided below.

Sincerely yours,


R. G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By: 

Olivetti Underwood Corporation

Date: 6/22/67

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

June 23, 1967

Pitney-Bowes, Inc.
1012 - 14th Street, N.W.
Washington, D.C. 20005

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your Company during the 1968 fiscal year, 25 or more office machines, FSC Group No. 74, excluding folding, automatic collating and copying machines, in accordance with your contract with the General Services Administration for the period indicated.

Purchase order numbers P&O-270-68 through P&O-279-68 are assigned for use in placing suborders under this blanket arrangement. Ordering offices will show P&O-270-68 on all suborders placed under this contract. When this blanket purchase order is filled, Pitney-Bowes, Inc., has been authorized to change incoming orders bearing number P&O-270-68 to P&O-271-68, P&O-272-68, etc., as may be necessary. In doing so, however, they promptly will notify the ordering office in writing of the change in blanket purchase order numbers so that ordering office purchase order numbers may be changed accordingly.

The following points are to clarify the handling of orders placed under the above cited blanket purchase order numbers:

- (1) Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be written at prices established for 25 or more machines, which is list price less 6% discount per machine.
- (2) The total amount of suborders placed against the cited purchase order number will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
- (3) Each purchasing office will send suborders directly to your Company at the Washington, D.C., address.

המחברת מודה לרבות מהחברים
המכובדים של הוועדה על שיתוף
העבודה והעזרה.

המחברת מודה לרבות מהחברים
המכובדים של הוועדה על שיתוף
העבודה והעזרה.

המחברת מודה לרבות מהחברים
המכובדים של הוועדה על שיתוף
העבודה והעזרה.

המחברת מודה לרבות מהחברים
המכובדים של הוועדה על שיתוף
העבודה והעזרה.

המחברת מודה לרבות מהחברים
המכובדים של הוועדה על שיתוף
העבודה והעזרה.

המחברת מודה לרבות מהחברים
המכובדים של הוועדה על שיתוף
העבודה והעזרה.

המחברת מודה לרבות מהחברים
המכובדים של הוועדה על שיתוף
העבודה והעזרה.

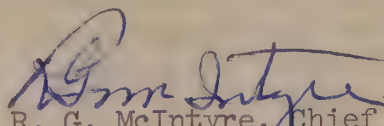
המחברת מודה לרבות מהחברים
המכובדים של הוועדה על שיתוף
העבודה והעזרה.

המחברת מודה לרבות מהחברים
המכובדים של הוועדה על שיתוף
העבודה והעזרה.

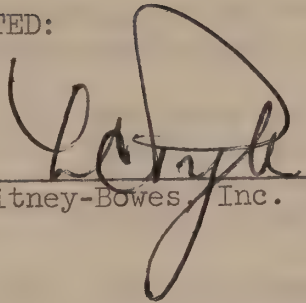
- (4) Your Company will send invoices for machines delivered to the billing address shown on each suborder.
- (5) If machines purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order numbers, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.
- (6) Your Company will furnish this office, quarterly, with a statement of the total dollar amount of machines purchased and discounts earned.

Please indicate your acceptance of this arrangement in the space provided below.

Sincerely yours,


R. G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By:  Vice Pres.
Pitney-Bowes, Inc.

Date: July 1, 1967

1. The first part of the document is a list of the names of the persons who have been appointed to the various positions of the Board of Directors of the Corporation.

2. The second part of the document is a list of the names of the persons who have been appointed to the various positions of the Board of Directors of the Corporation.

3. The third part of the document is a list of the names of the persons who have been appointed to the various positions of the Board of Directors of the Corporation.

4. The fourth part of the document is a list of the names of the persons who have been appointed to the various positions of the Board of Directors of the Corporation.

5. The fifth part of the document is a list of the names of the persons who have been appointed to the various positions of the Board of Directors of the Corporation.

6. The sixth part of the document is a list of the names of the persons who have been appointed to the various positions of the Board of Directors of the Corporation.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

June 23, 1967

Pitney-Bowes, Inc.
1012 -14th Street, N.W.
Washington, D.C. 20005

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your Company during the 1968 fiscal year, 25 or more folding, automatic collating, and/or copying machines, FSC Group No. 36, in accordance with your contract with the General Services Administration for the period indicated.

Purchase order numbers P&O-280-68 through P&O-289-68 are assigned for use in placing suborders under this blanket arrangement. Ordering offices will show P&O-280-68 on all suborders placed under this contract. When this blanket purchase order is filled, Pitney-Bowes, Inc., has been authorized to change incoming orders bearing number P&O-280-68 to P&O-281-68, P&O-282-68, etc., as may be necessary. In doing so, however, they promptly will notify the ordering office in writing of the change in blanket purchase order numbers so that ordering office purchase order numbers may be changed accordingly.

The following points are to clarify the handling of orders placed under the above cited blanket purchase order numbers:

- (1) Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be written at prices established for 25 or more machines, which is list price less 6% discount per machine.
- (2) The total amount of suborders placed against the cited purchase order number will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
- (3) Each purchasing office will send suborders directly to your Company at the Washington, D.C., address.

המחלקה הכלכלית והמנהלית
המחלקה הכלכלית והמנהלית
המחלקה הכלכלית והמנהלית

המחלקה הכלכלית והמנהלית

המחלקה הכלכלית והמנהלית
המחלקה הכלכלית והמנהלית
המחלקה הכלכלית והמנהלית
המחלקה הכלכלית והמנהלית
המחלקה הכלכלית והמנהלית

המחלקה הכלכלית והמנהלית

המחלקה הכלכלית והמנהלית
המחלקה הכלכלית והמנהלית
המחלקה הכלכלית והמנהלית
המחלקה הכלכלית והמנהלית

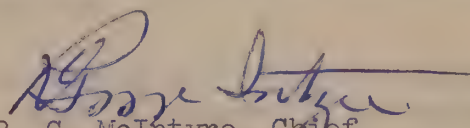
המחלקה הכלכלית והמנהלית
המחלקה הכלכלית והמנהלית
המחלקה הכלכלית והמנהלית
המחלקה הכלכלית והמנהלית
המחלקה הכלכלית והמנהלית

המחלקה הכלכלית והמנהלית
המחלקה הכלכלית והמנהלית

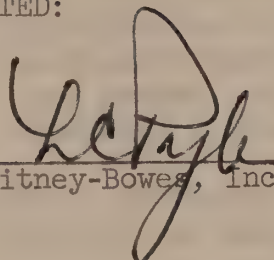
- (4) Your Company will send invoices for machines delivered to the billing address shown on each suborder.
- (5) If machines purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order numbers, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.
- (6) Your Company will furnish this office, quarterly, with a statement of the total dollar amount of machines purchased and discounts earned.

Please indicate your acceptance of this arrangement in the space provided below.

Sincerely yours,


R. G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By:  Vice Pres.
Pitney-Bowes, Inc.

Date: July 1, 1967

Received of the ...
the sum of ...

...
...
...
...
...

...
...
...

...
...

...
...
...
...

...
...

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

June 23, 1967

Remington Office Machines
Division of Sperry Rand Corporation
2121 Wisconsin Avenue, N.W.
Washington, D.C. 20007

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your Company during the 1968 fiscal year beginning July 1, 1967, in accordance with your contract with the General Services Administration for the period indicated, 25 or more electric typewriters under Blanket Purchase Order No. P&O-210-68.

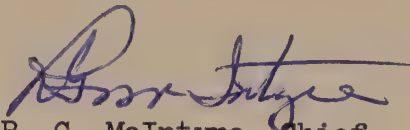
The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for above quantity.
2. The total amount of suborders placed against the cited purchase order number will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
3. Each purchasing office will send suborders directly to your Company at the Washington, D. C. address.
4. Your Company will send invoices for orders filled to the billing address shown on each suborder.
5. If items purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.

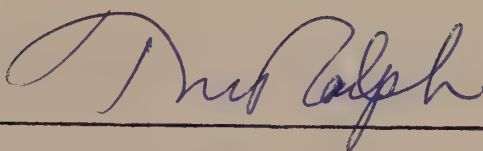
6. Your Company will furnish this office, quarterly, with a statement of the dollar amount of orders placed and discounts earned.

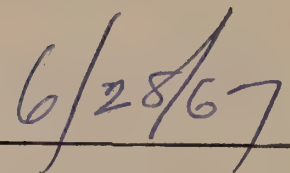
Please indicate your acceptance of the provisions of this letter in the space provided below.

Sincerely yours,


R. G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By: 

Date: 

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

June 23, 1967

Remington Office Machines
Division of Sperry Rand Corporation
2121 Wisconsin Avenue, N.W.
Washington, D.C. 20007

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your Company during the 1968 fiscal year beginning July 1, 1967, in accordance with your contract with the General Services Administration for the period indicated, 25 or more manual typewriters under Blanket Purchase Order No. P&O-220-68.

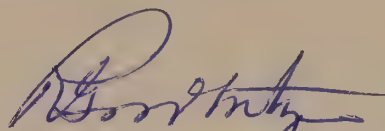
The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for above quantity.
2. The total amount of suborders placed against the cited purchase order number will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
3. Each purchasing office will send suborders directly to your Company at the Washington, D. C. address.
4. Your Company will send invoices for orders filled to the billing address shown on each suborder.
5. If items purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.

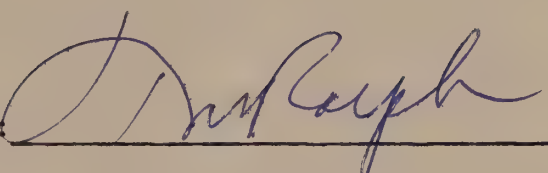
6. Your Company will furnish this office, quarterly, with a statement of the dollar amount of orders placed and discounts earned.

Please indicate your acceptance of the provisions of this letter in the space provided below.

Sincerely yours,


R. G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By: _____

Date: 6/28/67

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

JUN 23 1967

SCM Corporation
500 E Street, S.W.
Washington, D.C. 20024

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your Company during the 1968 fiscal year beginning July 1, 1967, sufficient adding machines to qualify for the maximum discounts available under your contract with the General Services Administration for the period indicated, as follows:

Model 1100	26 - 38 machines
Model 900	26 - 47 machines

Purchase Order No. P&O-290-68 will be used by ordering offices to cover such purchases.

The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Although no discounts are given on calculators, orders therefor will be applied toward the quantity count only for adding machines, as provided in the contract.
2. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for above quantities. (Orders for calculators also will show this number.)
3. The total amount of suborders placed against the cited purchase order number will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
4. Each purchasing office will send suborders, including orders for calculators, directly to your Company at the Washington, D.C. address.

... ..
... ..
... ..

... ..

... ..

... ..

... ..
... ..
... ..

... ..
... ..

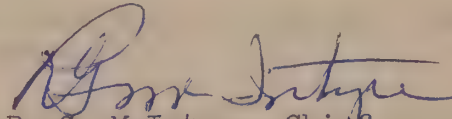
... ..

... ..

5. Your Company will send invoices for orders filled to the billing address shown on each suborder.
6. If items purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.
7. Your Company will furnish this office, quarterly, with a statement of the dollar amount of orders placed and discounts earned.

Please indicate your acceptance of the provisions of this letter in the space provided below.

Sincerely yours,


R. G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By: William H. Mendenhall Date: 6/27/67

THE UNITED STATES OF AMERICA

1967

THE UNITED STATES OF AMERICA

THE UNITED STATES OF AMERICA

THE UNITED STATES OF AMERICA

THE UNITED STATES OF AMERICA

THE UNITED STATES OF AMERICA

THE UNITED STATES OF AMERICA

THE UNITED STATES OF AMERICA

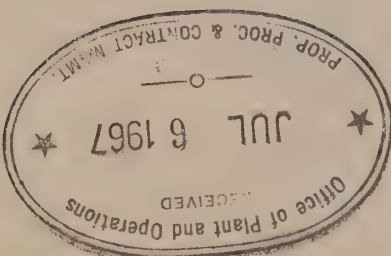
THE UNITED STATES OF AMERICA

THE UNITED STATES OF AMERICA

THE UNITED STATES OF AMERICA

THE UNITED STATES OF AMERICA

THE UNITED STATES OF AMERICA



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

SCM Corporation
500 E Street
Washington, D.C. 20024

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your Company during the 1968 fiscal year beginning July 1, 1967, in accordance with your contract with the General Services Administration for the period indicated, up to 25 electric typewriters under Purchase Order No. P&O-300-68.

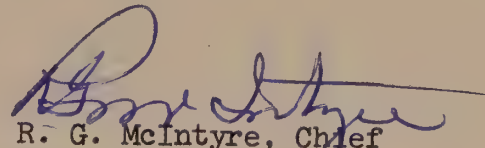
The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for above quantity.
2. The total amount of suborders placed against the cited purchase order number will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
3. Each purchasing office will send suborders directly to your Company at the Washington, D. C. address.
4. Your Company will send invoices for orders filled to the billing address shown on each suborder.
5. If items purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.

6. Your Company will furnish this office, quarterly, with a statement of the dollar amount of orders placed and discounts earned.

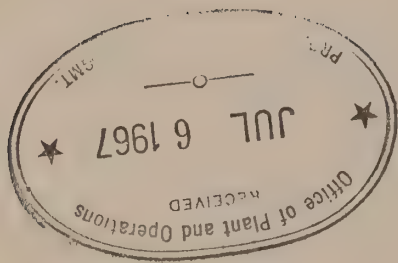
Please indicate your acceptance of the provisions of this letter in the space provided below.

Sincerely yours,


R. G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By: William W. Hunt Date: 6/27/67



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

SCM Corporation
500 E Street, S.W.
Washington, D.C. 20024

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your Company during the 1968 fiscal year beginning July 1, 1967, in accordance with your contract with the General Services Administration for the period indicated, up to 24 manual typewriters under Purchase Order No. P&O-310-68.

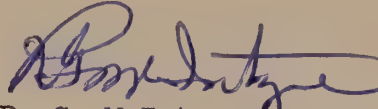
The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for above quantity.
2. The total amount of suborders placed against the cited purchase order number will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
3. Each purchasing office will send suborders directly to your Company at the Washington, D. C. address.
4. Your Company will send invoices for orders filled to the billing address shown on each suborder.
5. If items purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.

6. Your Company will furnish this office, quarterly, with a statement of the dollar amount of orders placed and discounts earned.

Please indicate your acceptance of the provisions of this letter in the space provided below.

Sincerely yours,



R. G. McIntyre, Chief
Supply and Property
Management Division

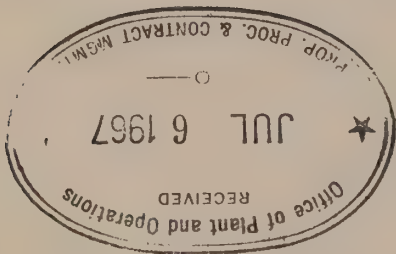
ACCEPTED:

By: _____

William W. Mumford

Date: _____

June 26 1967



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

June 23, 1967

Victor Comptometer Corporation
Business Machines Group
1836 Jefferson Place, N.W.
Washington, D.C. 20036

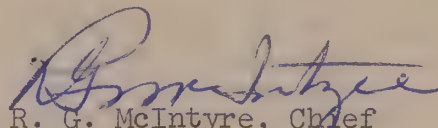
Gentlemen:

This will advise you that the U.S. Department of Agriculture will purchase from your Company during the 1968 fiscal year beginning July 1, 1967, in accordance with your contract with the General Services Administration for the period indicated, \$9,000 worth of adding and/or calculating machines under Purchase Order No. P&O-190-68.

The following points are to clarify the handling of orders placed under the above-cited purchase order number:

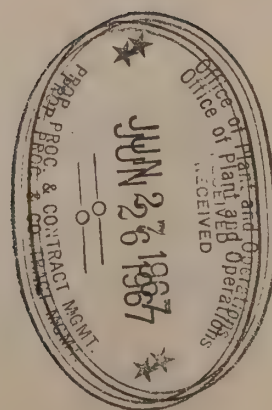
- (1) Agency ordering offices will prepare their purchase orders in the usual way at prices discounted at 7% from unit prices (both adding machines and calculators) and forward them to the Supply and Property Management Division, Office of Plant and Operations, U.S. Department of Agriculture, Washington, D.C. 20250, for release to your Company.
- (2) The total amount of orders placed against the cited purchase order number will not exceed \$10,000. Your Company will notify this office when the total amount of orders approaches this dollar limitation.
- (3) Your Company will send invoices for machines delivered to the billing address shown on each order.

Sincerely yours,


R. G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By: L. E. FieldGov't. Sales Mgr.Date: June 26, 1967



51

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 7, 1967

Xerox Corporation
1680 Wisconsin Avenue, N.W.
Washington, D.C. 20007

Gentlemen:

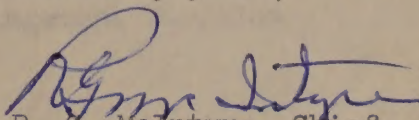
This will advise you of the intent of the U.S. Department of Agriculture to purchase from your Company during the 1968 fiscal year beginning July 1, 1967, a minimum total of 720 cartons (10 reams per carton) of Xerox 400 and 4024 paper, all to be delivered within 12 months in minimum shipments of ten cartons to multiple destinations. Orders will be placed under Purchase Order No. P&O-320-68, in accordance with your contract No. GS-OOS-68470 with the General Services Administration.

The following points are to clarify the handling of suborders placed under the above cited purchase order number:

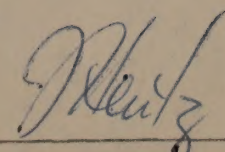
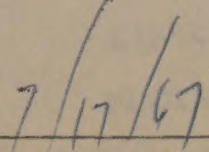
1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices listed under the Blanket Order Purchase Plan in your authorized Federal Supply Schedule Price List.
2. The total amount of suborders placed against the cited purchase order number will not exceed the maximum order limitations prescribed in your contract with the General Services Administration. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
3. Each purchasing office will send suborders directly to the nearest Xerox Corporation office, with information copies marked "duplicate" to your Washington address.
4. Your Company will send invoices for orders filled to the billing address shown on each suborder.

Please indicate your acceptance of the provisions of this letter in the space provided below.

Sincerely yours,


R. G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

By: Date: 

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

July 7, 1957

OFFICE OF PLANT AND OPERATIONS

Karox Corporation
1680 Wisconsin Avenue, N.W.
Washington, D.C. 20007

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the 1958 fiscal year beginning July 1, 1957, a minimum total of 750 cartons (10 tons per carton) of Karox 400 and 400B paper, all to be delivered within 12 months in minimum shipments of ten cartons to multiple destinations. Orders will be placed under Purchase Order No. PEO-350-58, in accordance with your contract No. GS-008-68470 with the General Services Administration.

The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices listed under the Blanket Order Purchase Plan in your authorized Federal Supply Schedule Price List.
2. The total amount of suborders placed against the cited purchase order number will not exceed the maximum order limitations prescribed in your contract with the General Services Administration. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
3. Each purchasing office will send suborders directly to the nearest Karox Corporation office, with information copies marked "duplicates" to your Washington address.
4. Your Company will send invoices for orders filled to the billing address shown on each suborder.

Please indicate your acceptance of the provisions of this letter in the space provided below.

Sincerely yours,

R. G. McIntyre, Chief
Supply and Property
Management Division

ACCEPTED:

Date:

By:

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

February 29, 1968

PLANT AND OPERATIONS MEMORANDUM NO. 105, SUPPLEMENT 6

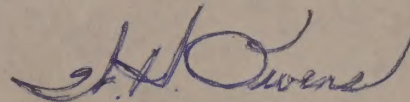
Procurement of Office Machines and Supplies
Fiscal Year 1968

Please refer to our blanket purchase arrangement with Friden, Inc., dated June 22, 1967, Attachment "D" to the basic memorandum 105. Friden, Inc., has proposed a new pricing structure which has been accepted by GSA. Under the new pricing structure, blanket orders will not be accepted at less than basic unit prices. Our blanket purchase arrangement with Friden has therefore been terminated, effective December 15, 1967.

Friden's new volume prices are lower than those formerly offered. They are for orders of 3-9, 10-24, and 25 or more machines. To take advantage of these lower volume prices, ordering offices must order three or more machines on a single order. Any combination of rotary, electronic, or printing calculators, as well as adding machines, will be acceptable on single orders, and all models of these machines count toward a volume price.

Orders should be sent directly to the contractor, not to this office.

Questions concerning this memorandum should be directed to F. C. Proden of this office. The telephone number is Area Code 202, 388-7893 (IDS Code 111, Extension 7893).



W. H. Owens, Chief
Supply and Property
Management Division

DIRECTIVES 6

PROCUREMENT

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

February 23, 1957

PLANT AND OPERATIONS DEPARTMENT NO. 107, SUPPLEMENT C

Procurement of Office Machinery and Supplies
Fiscal Year 1957

These rates for our plant purchase arrangements with Tishman, Inc., dated June 22, 1957, Attachment "C" to the basic memorandum 107, Tishman, Inc., has proposed a new pricing schedule which has been accepted by the Government. Under the new pricing schedule, plant orders will not be accepted at less than basic rate prices. Our plant purchase arrangements with Tishman have therefore been terminated, effective December 15, 1957.

Tishman's new volume prices are lower than those formerly quoted. They are for orders of 3-9, 10-24, and 25 or more machines. The same volume of orders lower volume prices, ordering offices must order at least machines in a single order. Any combination of rotary, electric, or printing calculator, as well as adding machines, will be acceptable as single orders, but all orders of these machines come under a volume price.

Orders should be sent directly to the contractor, not to this office.

Questions concerning this memorandum should be directed to F. C. Brown of this office. The telephone number is Area Code 202, 306-7023 (110) (Date 111, Extension 7023).

W. H. Brown, Chief
Supply and Property
Management Division

114 22

RECEIVED
FEBRUARY 23 1957